



## JOB DESCRIPTION

### *Community Coordinator*

For our ongoing program for the protection of loggerhead sea turtles and their nesting beaches on Boa Vista (Cabo Verde), we are looking for a native Portuguese speaking, ambitious individual to join our team as a

#### **Coordinator for Community Engagement**

The main task of the position is, to function as a link between turtle conservation and the needs of the local people of Boa Vista. This includes to implement and oversee our ongoing community engagement-plan, to coordinate events and to start a new recycling project.

#### **Background**

Our main cooperation partners are the two other 3 NGOs working in the conservation of sea turtles on Boa Vista (Cabo Verde Natura 2000 and Bios.CV), and the Ministry of Agriculture and Environment. We also maintain close collaboration with other public entities, among them the Municipality of Boa Vista, the National Police on Boa Vista Island and several community associations.

Our program started in 2009 and is ongoing. Besides the protection and data collection of loggerhead sea turtles on their nesting beaches, it focused on three areas of intervention, which are habitat protection, contribution to protected area management and community engagement.

In order to implement a sustainable approach where local communities benefit from sea turtle conservation, we are looking for an experienced community worker, who will lead the community engagement part of our program on Boa Vista.

#### **Job details**

Title of the position:	Community Coordinator
Employer:	Fundação Tartaruga
Job location:	Boa Vista Island, Cape Verde.
Period of employment:	April – December 2023 (3 month trial period; extension possible)

#### **Responsibilities**

The Community Coordinator will report to the management team of Fundação Tartaruga and work under the supervision of the Director of Fundação Tartaruga and of the Program Director of Turtle Foundation. This includes monthly progress reports to the supervisors and occasional reports to donors in english.

## Description of duties

In order to implement a sustainable approach where local communities benefit from sea turtle conservation, the Community Coordinator will:

1. Continue our existing cooperation with community organisations
2. Coordinate our ongoing cooperation with the Municipality of Boa Vista by implementing existing plans and developing new cooperation plans
3. Implement a Small Grant Project under the label "Projeto Tartaruga Boa Vista" in cooperation with our NGO partners
4. Supervise our ongoing swimming course project for the children of Boa Vista
5. Start the implementation of a new recycling project
6. Develop a concept for environmental education activities, including the promotion of our detection dog team
7. Identify needs and explore new opportunities to support the communities of Boa Vista

In order to carry out these duties, the community coordinator has to

- ✓ Work with a variety of stakeholders, including community associations, local businesses and the Municipality of Boa Vista
- ✓ Conduct meetings with project stakeholders
- ✓ Assist, monitor and evaluate civil society organizations in the implementation of the Small Grant Project of "Projeto Tartaruga Boa Vista"
- ✓ Implement the activities defined in the work plan according to the budgets
- ✓ Adjust the work plan and schedule the subsequent activities to be undertaken in cooperation with the supervisors

This position requires an assertive and independent individual with excellent communication skills, good organizational skills, sound judgment, initiative and flexibility.

## Qualifications

The ideal candidate possesses the following qualifications:

- ✓ University degree in cooperation development, or other that can be relevant for this position
- ✓ Documented working experience of at least three years in sustainable community development, preferable in a nature conservation orientated organization
- ✓ Documented experience in project management
- ✓ Documented experience in planning, monitoring and evaluation
- ✓ Experience in community consultation and needs assessment
- ✓ Knowledge and experience in supporting sustainable income-generating activities

# FUNDAÇÃO TARTARUGA

## Protecting Sea Turtles and their Habitats

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In addition, the candidate will necessarily:

- ✓ Speak fluently Portuguese and English; additional knowledge of Criolo preferable
- ✓ Have outstanding organizational and time-management skills
- ✓ Have a demonstrated ability to communicate effectively, orally and in writing
- ✓ Have a strong interest in nature conservation and community empowerment
- ✓ Be able to work efficiently and effectively with minimal supervision
- ✓ Show proficiency in MS Word, MS PowerPoint and MS Excel
- ✓ Have a documented experience in reporting (internal and donor reporting)
- ✓ Hold a driving license

A background in (marine) biology is welcome, but more important is a general interest in environmental conservation and sustainable community development, circular economy, implementation of new business in the rural context, community empowerment, as well as the willingness to learn about the biology and conservation of sea turtles.

### To apply

Send cover letter, resume, transcripts, expected monthly salary and at least two professional references to [mendes@turtle-foundation.org](mailto:mendes@turtle-foundation.org), attention Karine Mendes (Assistant to Director)

*We ask for your kind understanding, that we will only reply to qualified applications*