



**JOB OPPORTUNITY**

**AMAZON WATERS CITIZEN SCIENCE PROJECT COORDINATOR, ANDES-AMAZON REGION**

The Amazon Waters Initiative presents the Amazon Basin as an interlinked terrestrial and aquatic ecosystem where not only are its tropical forests important for biodiversity and carbon storage, but its vast waters, wetlands, and basins add an additional dimension needed for its proper conservation. Its long term goal is to maintain the connectivity of this vast, interlinked, and dynamic freshwater system and thus support human wellbeing, wildlife, and the environments on which they depend. The Amazon Waters Initiative seeks thus to achieve a science-based balance in the use and conservation of this great freshwater system by strengthening fisheries management, conserving critical wetlands, and minimizing the environmental impacts of infrastructure and extractive industries on the Amazon's aquatic systems.

Under the Amazon Waters Initiative, the Amazon Waters Citizen Science Project runs through December 2017 and aims to increase the understanding of migratory food fishes and the wetlands on which they depend by engaging citizens, decision-makers, and scientists interested in the Amazon River Main Stem.

Thus the Wildlife Conservation Society (WCS) seeks a dynamic, well-organized and hard-working Program Officer to join the Andes-Amazon Region team. This position provides an opportunity for an outstanding professional with a relevant academic background (M.A./M.S. or higher) and work experience to join a cohesive, passionate, and committed team to save some of the world's most spectacular wildlife and wild places on Earth. The Amazon Waters Citizen Science Project Coordinator position is based in Peru or Brazil, has extensive travel requirements, and entails close collaboration with colleagues and stakeholders in those countries, as well as with other Amazon countries and globally.

To apply for this position, please send your resume and cover letter to ([WCSlatinamerica@wcs.org](mailto:WCSlatinamerica@wcs.org)), Ref.: Amazon Waters Citizen Science Project Coordinator. Please include at least three references and your salary expectations. Also, note that interviews will be carried out in Spanish and Portuguese.

**I. JOB DESCRIPTION**

|                       |  |                             |  |
|-----------------------|--|-----------------------------|--|
| <b>POSITION</b>       | <b>Project Coordinator,<br/>Amazon Citizen<br/>Science</b> | <b>ÁREA</b>                 | Andes-Amazon Region, Global<br>Conservation          |
| <b>REPORTS<br/>TO</b> | Director, Andes-Amazon                                     | <b>COORDINATES<br/>WITH</b> | Amazon Waters Science Lead,<br>field staff, partners |
| <b>SUPERVISE:</b>     | Project Assistant(s); various consultants                  |                             |  |

**II. POSITION OBJECTIVES:**

The Project Coordinator position is for the duration of the project, based in Brazil or Peru, and has extensive travel requirements. The primary objective of this position is to coordinate the Amazon Citizens Science Project, under the senior leadership of the Andes-Amazon Director and the Amazon Waters Science Lead, and in close coordination with WCS staff and partners. This involves coordinating the project's planning phase; coordinating and completing required assessments; ensuring that activities are timely and thoroughly implemented, deliverables are completed on time, and stakeholders are adequately involved in this project; promoting a constructive, interactive dialogue



among scientists, conservation practitioners, indigenous organizations, civil society organizations, rural and urban people, and other target audiences as deemed through the planning process.

### III. RESPONSIBILITIES:

#### RESPONSIBILITIES

Project technical coordination (planning, monitoring, adjusting): overall project coordination and ensuring all project outcomes and outputs area achieved as planned, completing the project planning process, monitoring project implementation and recommending adjustments as needed, with an adaptive management approach. Responsible for reporting and the quality of project documents produced.

Coordinate and facilitate synergistic and collaborative work among the project team members, partners and consultants. Foster a collaborative environment for knowledge sharing, innovation, citizen participation, scientific rigor, and informing policies. Includes coordinating Advisory Committee and Core Management Team meetings.

In close collaboration with senior Andes-Amazon staff and Country Directors, lead the network (citizen participation) design and partnership-building process. Includes completing the necessary assessments and planning documents; consulting with senior leadership and advisors, reaching out to partners; and completing/monitoring partnership agreements and subgrants.

Knowledge management and sharing platforms (technology and otherwise): coordinate multiple teams (science, partnerships, field staff, tech consultants) to explore and develop the knowledge sharing solutions (including online platform and others) core to the project.

Communications: coordinate the development and implementation of a communications strategy for the project and Amazon Waters.

Budgetary and financial responsibility: collaborate with program and finances staff to oversee budgetary execution, ensuring budget is spent in a strategic and timely way.

Contractual: designing and overseeing consultancy contracts and subgrants, in consultation with the Andes-Amazon Program Officer and the financial and legal departments, with regional and country leadership, and with strategic partners as needed.

Represent WCS and the project before partners (NGOs, government institutions, etc.) and assist in fundraising efforts.

Coordinate the systematization of the experience to draw lessons and recommendations for the future. Ensure proper collection, storage, systematization of data, reports, meeting minutes, letters and other documents as necessary.



Coordinate with other WCS Senior Staff working in the region to share expertise and build synergies with other WCS projects and programs.

Contribute to, enlarge and uphold WCS's policies towards Equal Employment Opportunities for women, minorities, the handicapped, and other protected groups.

#### **IV. REQUIREMENTS**

##### **ACADEMIC DEGREE**

MA/MS or higher in social, communications, environmental, or managerial sciences or commensurate experience.

| <b>LANGUAGES SKILLS</b>         | <b>LEVEL REQUIEREMENT*</b>                                  |
|---------------------------------|---|
| Spanish<br>and/or<br>Portuguese | Fluent; proven writing skills (+intermediate in Portuguese) |
| Portuguese                      | Fluent; proven writing skills (+intermediate in Spanish)    |
| English                         | Advanced  |

**\* Basic, Intermediate, Advanced, Fluent**

| <b>JOB EXPERIENCE</b>   | <b>TIME REQUIERED</b> |
|---|-----------------------|
| Experience in the Amazon region   | At least 8 years      |
| Experience in managing interdisciplinary projects   | At least 5 years      |
| Experience with participatory science research and conservation projects and/or leading multi-stakeholder processes | Preferred             |

##### **TRAVEL REQUIREMENTS**

Availability to travel extensively in the Amazon Region (mostly Brazil and Peru) and to the US.



## QUALIFICATIONS AND SKILLS

| JOB SKILLS                                | DESCRIPTION  |
|---|--|
| Drive for Results                         | Highly organized, results oriented; makes things happen; is proactive; balances "analysis" with "doing"; sets high standards for self; commits to organizational goals.  |
| Analytical Thinking and Decisive Judgment | Analyzes issues and problems systematically, gathering broad and balanced input, drawing sound conclusions and translating conclusions into timely decisions and actions. Uses these skills to monitor and adapt to changing situations.   |
| Communication                             | Excellent interpersonal and interdisciplinary communications skills to establish a strong communication among multi-stakeholders. Ability to get consensus and collaboration across multiple country programs and areas of expertise; ability to explain complex concepts in layman's language; ability to generate enthusiasm; ability to communicate with all levels of management and staff. Establishing straightforward, productive relationships; treating all individuals with fairness and respect, demonstrating sensitivity for cultural and gender differences; showing great drive and commitment to the organization's mission; inspires other; maintaining high standards of personal integrity. |
| Teamwork                                  | Collaborates with others in own unit and across boundaries; acknowledges others' contributions; works effectively with individuals of different culture and gender; willing to seek help as needed. Influences and resolves differences across organizational boundaries: Gains support and commitment from others even without formal authority; resolves differences by determining needs and forging solutions that benefit all parties; promotes collaboration and facilitates teamwork across organizational boundaries.  |
| Learning and knowledge sharing            | Open to new ideas; shares own knowledge; applies knowledge in daily work; builds partnerships for learning and knowledge sharing.  |
| Client Orientation                        | Understands clients' needs and concerns; responds promptly and effectively to client needs; customizes services and products as appropriate  |
| Innovation                                | Familiar with advanced information management and communications platforms, including online platforms, social media, apps; proactively explores innovative ways of reaching to target audiences, managing information, and communicating contents.  |