

**The Charles Darwin Foundation (CDF) for the Galapagos Islands is looking for a volunteer with experience in Hotels and Business**

**Area:** ADMINISTRATION AND FINANCE

**Duration:** 6 months

**Job Description Summary:**

The Volunteer will handle the Business Unit under direction of Administrative and Finance Director. He/She will play a significant role in interacting with visitors to the Station and with the Business Unit staff.

**Specific Responsibilities:**

- Diagnosis of hosting services, dining and other minor offered by the CDF.
- Feasibility study for the provision of lodging and dining room of the CDF (Business Unit). The study should take into account an analysis of local prices in relation to services, lodging and food; scale of costs according to the profitability of services, analysis of the infrastructure required; analysis and profiles of staff required; cost benefit analysis of the business, in addition to the other requirements pertaining to the feasibility study.
- Business Plan to the “Business Unit”
- Applicable Policies and Procedures

**Qualifications:**

- Hotels, Business and Economy Degree
- Experience in similar work
- Spoken and written English and Spanish

**Conditions of Assignment:**

The volunteering will be for 6 months. The costs of international and national tickets such as their own accident and life insurance must be provided by the volunteer.

The CDF will negotiate the entry permits to Ecuador, but will require the cooperation of the volunteer in his/her country of residence to get the visa in the Ecuadorian embassy. The CDF will not request permission of a VISA in excess of the expected duration of the assignment.

Once we have received your application CDF will evaluate it and will notify the results.



Those interested should send their application form and attachments by e-mail ([vol@fcdarwin.org.ec](mailto:vol@fcdarwin.org.ec)) or regular mail at the following address:

Fundación Charles Darwin  
Programa de Voluntarios y Becarios  
Casilla Postal 17-01-3891  
Quito – Ecuador

Please refer to this page to get the application form ([www.darwinfoundation.org](http://www.darwinfoundation.org)).

For more information, please contact to Volunteering Program in [vol@fcdarwin.org.ec](mailto:vol@fcdarwin.org.ec)