

## Charles Darwin Foundation for the Galapagos Islands is looking for a Communication Officer for the project “Habla -Tiburón”

**Application deadline:** Until December 15, 2024.

**Type of Contract:** Framed in the applicable legal framework according to the Organic Law of the Special Regime of Galapagos.

**Work start date:** ASAP

**Direct reporting line:** Project Manager

**Functional coordination:** Director of Marketing and Communications/ Science Director

**Location of residence of the position:** Puerto Ayora, Galapagos, Ecuador.

### Introduction

The Charles Darwin Foundation (CDF) is an international non-profit organization founded in 1959 with an operational base in the Galapagos Islands, the first UNESCO World Heritage Site located 1,000 kilometers off the coast of Ecuador. All research programs operate from the Charles Darwin Research Station (CDRS) under CDF's mission to address the greatest threats and challenges to Galapagos through scientific research and conservation actions to safeguard one of the world's most important natural treasures.

CDF, in partnership with the World Wildlife Fund (WWF Ecuador), is implementing the “Habla Tiburón” project with support from the United States Agency for International Development (USAID). This ambitious project aims to promote the conservation of sharks and rays in Ecuadorian waters by strengthening the governance of artisanal fisheries and promoting responsible fishing practices. This project has a duration of five years (2023-2028) and aims to promote the conservation of sharks and rays through three strategies: Governance, Markets and Traceability in fishing communities of continental and insular Ecuador to become leading commercial centers for responsibly sourced seafood products in the region and internationally while addressing the severe decline in shark and ray populations observed globally and in the Eastern Tropical Pacific in recent decades.

Within this framework, the Charles Darwin Foundation is looking for a Communications Officer for the “Habla Tiburón” project.

### Objective of the position

To design and implement the Communication Plan and Branding Plan for the Habla Tiburón project, in coordination with the CDF Communication and Marketing Department, according to the schedule of activities, the communication needs of the project and the Project Management.

## **Tasks and Responsibilities**

This position requires a high level of commitment and professionalism, with the ability to work in a dynamic and multi-stakeholder environment, always ensuring the quality and impact of communication activities.

The incumbent must demonstrate excellence and compliance with assigned deadlines in executing assigned tasks and activities, ensuring the highest communication and institutional representation standards.

The Communications Officer is a full-time position 100% dedicated to the project communications tasks. He/she will be part of the management team, collaborating closely with the counterpart at WWF Ecuador and coordinating his/her activities with the CDF and WWF Ecuador project teams and USAID counterparts.

In addition, he/she will coordinate with the Marketing and Communications area to ensure compliance with policies and guidelines for communication, visual identity, formats for publications, interviews and other dissemination tools bearing the CDF name.

He/she will integrate project communications within the overall communication framework of the CDF, ensuring proper alignment with the CDF brand and communication guidelines and formats.

Finally, he/she will coordinate permanently with USAID, WWF Ecuador, and relevant local authorities to align messages and receive necessary approvals and permissions for communication needs.

## **The Communication Officer shall**

- Review, design and implement the Communication Plan for Project Habla Tiburón.
- Coordinate permanently with the Project Management and the Communication and Marketing Direction of the Charles Darwin Foundation, the strategic and operational aspects related to the communications area of the Shark Talk Project.
- Manage regular internal and external communications with the project management and the technical teams of CDF and WWF Ecuador to ensure the effective and timely execution of project activities;
- Develop an annual schedule of activities inherent to his/her functions in coordination with CDF and WW technical teams.
- Maintain updated monitoring and reporting tools for communication tasks provided by USAID.
- Facilitate the relationship and exchange with the designated person at USAID regarding revisions and authorizations of communication pieces for social media, publications and press releases related to the project.

- Ensure effective coordination with WWF Ecuador's communications counterpart, promoting synergies and common strategies.
- manage elaborating terms of reference for contracting consultancies, merchandising, campaigns or events.
- Oversee all online and offline content production:
  - Social media posts, press releases, blogs, factsheets, etc.
  - Graphic design and materials for events.
  - Multimedia and photographic content.
- Fully attend to the internal contracting processes related to his/her tasks and responsibilities (elaboration of terms of reference, management and administration of contracts, suppliers, purchases, etc.).
- Contribute to the production of periodic reports.
- Lead the organization of events, taking responsibility for the corresponding operational and communicational aspects.
- Monitor and report weekly (or as appropriate) to project management and CDF communications management on the performance of content and communications strategies.
- Comply with CDF and USAID policies, procedures and regulations in executing his/her work.

### **Profile required**

- Bachelor's degree in Communication Sciences (social communication, journalism) or social sciences.
- Postgraduate degree in strategic communication, multimedia production, digital marketing or related areas.
- At least 5 years of experience executing communication strategies with demonstrable results and products.
- At least 3 years of proven experience in the execution of projects related to conservation and management of natural resources (ideally fisheries), environment, or development and international cooperation.
- Demonstrable experience developing strategies, designing and supervising campaigns and communications in the project implementation framework.
- Experience in crisis communications management
- Experience working in interdisciplinary and multicultural environments desirable.
- Understanding of Gender Equality and Disability Inclusion approaches.
- Excellent writing skills: press releases, blogs, interviews, speeches, Q&A, reports, social media, etc.
- Proficient in MS Office. Handling of design software(s) is desirable.
- Availability to travel to mainland Ecuador (Manta, Quito, Guayaquil).
- Advanced Spanish and English level (B2 - C1) in writing, reading and conversation.
- Knowledge of technical language in conservation issues in English is desirable.

### **Specific experience**

- Previous experience in USAID projects will be a competitive advantage.
- Demonstrable experience working on projects related to international cooperation (e.g. United Nations System, development banks, international cooperation agencies, international NGOs).
- Knowledge of national and local government communications is highly desirable.
- Understanding of science-focused activities and environmental issues.

### **Expected Skills / Competencies**

- Results oriented
- Initiative
- Attention to detail
- Information seeking
- Ability to adapt to remote environments and in interdisciplinary and multicultural environments (note that the position will be based in Santa Cruz in Galapagos)
- Team player
- Excellent relationship and influence management skills with internal and external stakeholders and strategic partners.

### **Conditions of Employment**

The selected person will be part of the CDF staff based at the Charles Darwin Research Station in Puerto Ayora, Santa Cruz, Galapagos, Ecuador. Regular travel within Galapagos and to mainland Ecuador may be required.

The selected person will comply with CDF rules, regulations and procedures manuals, as well as the Galapagos National Park Directorate and the Galapagos Governing Council (CGREG).

A renewable fixed-term employment contract with a probationary period will be drawn up based on the Ecuadorian Labor Code and the Special Law of Galapagos. The position will be open until September 2028.

In accordance with the Organic Law of the Special Regime of Galapagos, the contract will be renewable annually, depending on the performance of the selected person, without loss of rights.

The contract includes the Foundation's legal and additional benefits (private medical insurance, life insurance, uniforms, air ticket to arrive on the islands, and 15 days of hosting in FCD's facilities until the selected candidate finds their own accommodation).

**Salary:** USD 2,200.00 plus legal benefits and subject to deduction of personal contribution to IESS and taxes.

## **Restrictions**

Please note that the Galapagos Government prohibits the entry of companion animals (pets) into the archipelago.

## **Application requirements and contact information:**

Interested persons should fill out the employment application form, attaching in a single PDF file, the following documentation:

- Updated resume in English.
- Cover letter (maximum 1,000 words) describing the interest in the position, skills and experience concerning the requirements of the position.
- Names, e-mail addresses, and contact telephone numbers of three professional references.

### **Link application form:**

[https://docs.google.com/forms/d/1CPyPWNGN\\_Tqr\\_jNCWO68TUZEjaELq1pOxkbma6-7v0A/prefill](https://docs.google.com/forms/d/1CPyPWNGN_Tqr_jNCWO68TUZEjaELq1pOxkbma6-7v0A/prefill)

***Applications that do not meet the above requirements will not be considered.***