



## Position Vacancy Announcement

### CONSERVATION COORDINATOR

<b>Opening and Closing Date for Applications</b>	OPEN: February 25 2019      CLOSE: March 25 2019
<b>Salary Range</b>	\$15,000 - \$25,000
<b>Program</b>	Conservation and Protected Areas

Join this dynamic organization. Become part of a professional team and establish a promising career in conservation. Palau Conservation Society is a progressive employer. We offer competitive employment packages to employees.

#### Roles and Responsibilities

- Coordinate protected areas management planning with state offices at the site level.
- Coordinate development of site monitoring and evaluation plans with states and technical partners and assist in implementation.
- Provide assistance to communities for implementation of protected areas management plans.
- Implement PCS activities for protection of critical species and habitat.
- Support stewardship components of PCS's work including support to state conservation programs.
- Works with state offices to plan and coordinate community meetings or stakeholder meetings on projects.
- Assists the program manager to prepare conservation progress reports, including reports on on-going projects.
- Provide assistance and support to other activities under the program's strategic objectives and PCS annual events.
- Provide general program office support as needed. This includes, but is not limited to all other general office tasks.

#### Required or Minimum Qualifications

- Bachelor's Degree in Environmental Science or relevant field.
- We will also take into close consideration graduates from the Palau Community College Marine Science Program.
- Physical fitness and braving the outdoors rain or shine is essential for this post.

#### Desired Skills and Experience

- Related work experience or equivalent combination of education.
- Experience with community work, organization and communication.
- Experience working with Microsoft Office suite – Word, Excel, Outlook, Access. Experience or willingness to learn how to utilize databases for data entry, analysis, and report production.
- Experience with administration including attention to detail and numerical ability.
- Must have a valid driver's license.
- Full comprehension and fluency of the Palauan language a MUST.
- Ability to meet DEADLINES

**Conservation and Protected Areas Program.** This program at PCS prioritizes on-the-ground community-based action in protected areas and for species. It is the oldest program such that activities are core services we offer to communities and state governments. In this program, we advocate for and assist the creation of new protected areas, assist communities with management planning and actions to achieve effective conservation of sites and species. Helping states obtain access to sustainable funding sources (such as through PAN) is a key driver. In this program we also address arising issues that affect protected areas, specific sites, or specific species. As a Birdlife International partner, this program stewards Important Bird Areas. As an IUCN member we strive to ensure management plans apply IUCN standards and approaches when assisting communities. We also ensure protected areas management plans meet PAN Regulations as prescribed by the Ministry of Natural Resources Environment and Tourism.

#### How to Apply (NO TELEPHONE OR EMAIL INQUIRIES PLEASE)

Please submit your Letter of Interest with resume attached.

To submit in person we are located at:

Palau Conservation Society  
2<sup>nd</sup> flr. Bai Ra Maiberel, Rael Ernguul  
P. O. Box 1811 Koror PW 96940

Or you may submit via email to: [admin@palauconservation.org](mailto:admin@palauconservation.org) ATTN: Human Resource