

## **Job Opportunity**

### **Volunteer Coordinator**

**Employer:** Projeto Biodiversidade, Sal Island

**Position:** Volunteer Coordinator

**Responsibilities:** To develop and coordinate the international volunteering program with recruitment and coordination of international volunteers prior to and during their volunteering period.

**Starting Date:** As soon as possible

**Working period:** Full time position

**Duration:** 1 year, to be extended to a second year if all the parts agree, with an initial 6 months' probation period.

**Benefits:** Salary will be according with the experience.

#### **About Projeto Biodiversidade**

Projeto Biodiversidade is a Cabo Verdean organisation committed to conserving and restoring the island's unique ecosystems. Based on the island of Sal, the project implements community-based initiatives that promote conservation and better understanding of the island's natural resources while increasing economic opportunities for the growing local community.

Projeto Biodiversidade is the main environmental organization in the island of Sal, and one of the largest in Cabo Verde, with a broad scope of intervention areas: conservation of wildlife such as sea turtles, elasmobranchs and seabirds, Protected Areas participative management, habitat restoration, promotion of responsible and sustainable artisanal fisheries and tourism, and education/outreach programmes (you can learn more about all the projects in the [organisation website](#)). In the last years, Projeto Biodiversidade has grown exponentially, with an average of 25 permanent staff supported by our volunteering program.



There are currently three volunteering programs within Projeto Biodiversidade, the Island Conservation Program, the Sea Turtle Program and a Community Homestay Program. The island conservation program runs year-round, hosting 2-4 volunteers at a time, who take part in all activities of the project, from bird monitoring, terrestrial conservation and marine activities. The Homestay program also runs year-round, where volunteers (up to 6 at a time) stay in local houses and participate in or develop community activities. The marine turtle program has a much larger volunteer base, hosting up to 13 volunteers at a time through the turtle nesting period (June-October) and up to eight volunteers through the hatchling period (October-December).

Under this context, Projeto Biodiversidade is looking to recruit a Volunteer Coordinator with 2-3 years of experience to manage our volunteer programmes. The ideal candidate will have a background in coordinating volunteer experiences in a field-based, multicultural setting, with the capacity and motivation to recruit new volunteers/partners and engage current volunteers across Projeto Biodiversidade's programming and sites.

The right candidate will also assist the leadership team in continuing to formalise Projeto Biodiversidade's volunteer processes and will have the opportunity to assist in the development and expansion of new components of the volunteer programme.

#### **Associação Projeto Biodiversidade**

Rua da Independência, Santa Maria, Ilha do Sal, Cabo Verde

 [www.projectbiodiversity.org](http://www.projectbiodiversity.org)  [albert.taxo@projectbiodiversity.org](mailto:albert.taxo@projectbiodiversity.org) / [info@projectbiodiversity.org](mailto:info@projectbiodiversity.org)

This role is ideal for anyone looking to gain hands-on experience in a close-knit, international environment as well as accelerate their leadership experience in the field of volunteer management in wildlife conservation.

### Responsibilities

The Volunteer Coordinator is responsible for the volunteer program, encompassing promotion and recruitment for new volunteers, pre-arrival communication and on-site coordination. Since this person will work directly with the different conservation project, we expect that the candidate will have a strong interest in environmental and wildlife conservation, although will not be required to join the different project activities.

The Volunteer Coordinator is responsible for the following attributions:



- Promote volunteering opportunities through channels such as volunteer recruitment sites, social media, university groups etc.
- Screen applications and accompany applicants throughout the application process, taking initiative to identify the needs of both the volunteer and the project to assess fit.
- On-site coordination of volunteers including their accommodation and activity schedule.
- Establish and cultivate positive rapport among volunteers and project staff.
- Assist Leadership team in identifying needs/opportunities for improvement across the volunteer program.
- Provide and guide new ideas to promote the volunteering opportunity in events and other channels.
- Coordination and planning for expedition groups or organised groups volunteering as a team.

### Specific Tasks:

- Ensure continuous promotion of the international volunteering program online through various media.
- Respond to volunteer interest forms, sharing the volunteer opportunity and its conditions.
- Coordination of volunteers' pre-arrival: signing of relevant agreements, payment of volunteer fees, arrival and departure dates and general guidance on what to expect.
- Welcome new volunteers on arrival to the project, give a welcome presentation and prepare them for fieldwork.
- On-site coordination of the volunteers:
  - Organise weekly activity schedule;
  - Organise group activities/excursions;
  - Continuous monitoring of volunteer well-being including one-on-one meetings;
  - Supporting volunteers during emergencies/illnesses.
- Managing the apartment in which the volunteers stay:
  - Coordinating regular cleaning of the apartment (with an established cleaner);
  - Monitoring the apartment for breakages/issues that need attention;
  - Ensuring good living conditions are being maintained.
- Conducting pre-departure feedback for all volunteers.

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- Identify and help solve for gaps in partnerships (geographically and/or programmatically) and begin to identify partnership opportunities that will help expand and strengthen the volunteer program.
- Facilitating the integration of volunteers into the team and energizing recreational and cultural activities to promote a sense of cohesion.

**Profile - Essential experience:**

- Volunteer coordination experience in a relevant field (2-3 years).
- Proficiency in English languages, and ability to learn languages quickly to a professional level (Portuguese).
- Strong capacity of communication, both personal and online.
- Capacity to work independently and good level of initiative.
- Good interpersonal skills – ability to converse with and relate to a range of people.
- Good database management (proficiency in using Word, Excel, Outlook).

**Desirable experience:**

- Proficiency in Portuguese and good level of Spanish or French.
- Professional or personal experience in Cabo Verde or the West Coast of Africa.
- Technical expertise in conservation.
- A dedication to the mission of Project Biodiversity.
- Ability to work independently, with little direct supervision.
- Previous experience in non-profit communications and fundraising or interest in building related skillset.

**How to Apply:**

Candidates should send their application to the Executive Director, Albert Taxonera, via email ([albert.taxo@projectbiodiversity.org](mailto:albert.taxo@projectbiodiversity.org)), with the subject line “Volunteer Coordinator Application” with the following documents:

1. Updated Curriculum Vitae;
2. Cover letter (max. 1-page);
3. Contact details of at least two reference contacts relevant to the position

**Deadline for submitting the application is 27 of April.**