



**National
Marine Sanctuary
Foundation**

301.608.3040 | 8455 Colesville Road, Suite 1275, Silver Spring, MD 20910

Assistant to the Secretariat of the Inter-American Convention for the Protection and Conservation of sea turtles (IAC)

Location: Post holder will be teleworking from his/her country/location and will coordinate schedule with the IAC Secretariat office in Arlington, Virginia. **Candidate based in Latin America is preferred.**

Status: Independent Contractor

Overview of Need

An exciting opportunity has arisen to join the Inter-American Convention for the Protection and Conservation of Sea Turtles (IAC) (www.iacseaturtle.org) to help support international sea turtle conservation efforts among the 16 member countries of the Convention. The IAC is an intergovernmental treaty working with 16 member countries in the western hemisphere with the objective of the conservation, protection and recovery of 6 species of sea turtles and their habitats.

The Assistant to the IAC Secretariat, will provide technical and administrative support to the IAC Secretary and the IAC Member Countries to implement the biannual work plan of the Secretariat, the Scientific and Consultative Committee of Experts, and the Conference of Parties of the IAC.

The National Marine Sanctuary Foundation (the Foundation) is the fiscal sponsor for the IAC. The Foundation is an independent, national, 501c3 non-profit organization that is dedicated to its mission to be a leading voice for U.S. protected waters, working with communities to conserve and expand those special places for a healthy ocean, coasts, and Great Lakes. Working together, we safeguard species and the places they call home, and preserve America's maritime history.

Primary Duties

The selected contractor for this role will work closely with the IAC Secretariat to coordinate the work of the IAC and the meetings of its members.

- Assist IAC Secretary in preparing documents in English and Spanish for IAC meetings, organization and logistics of all IAC Convention international, and virtual meetings. This includes travel arrangements, researching itineraries, purchasing tickets, and assisting with lodging arrangements for delegates to participate in the meetings such as Conference of Parties (COP), Scientific Committee, and Consultative Committee of Experts. Planning and facilitating workshops, and preparing presentations for the IAC Secretary.



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- Support IAC Secretary in preparing budget and financial management of funds for IAC meetings.
- Translation (Spanish –English) of IAC documents for meetings, and reports of working groups.
- Note taking and preparing meeting reports and meeting minutes.
- Prepare presentations and outreach material to promote IAC.
- Handles research assignments for the IAC using the Internet, scientific papers and other sources. - Editing of publications and IAC meeting documents produced by the Convention.
- Project development, grant management and fundraising: to this end the post-holder will work closely with the IAC Secretary, and with key international partners and funders, to develop grant proposals to help fundraising for IAC Sea Turtle conservation activities. Assist IAC Secretariat in the implementation of ongoing projects or grants as well and report writing.
- Technical and financial reports submitted to funders, and reports on consultations or conversations held with each funder.
- Assist IAC Secretariat in preparing bilingual communications for the IAC Partners from 16 member countries.
- Manage content/ update the IAC web site.
- Prepare IAC Informative Bulletin.
- Manage IAC Online Reporting system platform, and provide training for users.
- Provide general technical and logistical support to IAC Secretariat in tasks assigned by IAC countries including working with IAC scientists, government agencies and other organizations.
- Some international travel might be required to attend IAC meetings (2 meetings per year if needed).
- The post holder will be expected to interact in a professional manner with government representatives of 16 countries.

Work will be completed remotely; IAC Secretariat is based in Washington, DC, USA area— candidate will be required to be consistently available during U.S. East Coast business hours for virtual planning meetings.

Qualifications and Requirements

The successful candidate will be a motivated, proactive and enthusiastic individual, with ability to work independently.

- Colleague Graduate with background in Environmental Sciences, project management=. A degree in Marine Biology or related field and experience working with sea turtles is a plus.
- Fluency in English and Spanish are a must (required).
- Experience in meeting coordination and travel logistics: organization of meetings/ workshops, financial reporting and project management.



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- Strong translation skills in Spanish and English.
- Strong technical writing skills with the ability to write reports and briefing documents.
- Strong organizational skills and close attention to detail to carry out the work via teleworking (email communication, telephone, videoconference).
- Experience working in international conventions and grant writing experience is a plus.
- Must have excellent computer skills, including proficiency using word-processing, spreadsheet, and scheduling software and preparation of presentations, and design of newsletters. Microsoft Office Suite experience required.
- Ability to work effectively as a team member with a wide range of individuals, across cultures and time zones is necessary.
- Experience with Zoom webinars and other online engagement tools (polls, breakout rooms) is a plus.
- Must have the ability to handle many tasks simultaneously, with speed, accuracy, and courtesy, show initiative, suggest solutions and anticipate needs.
- Must be a reliable individual who meets deadlines.
- Demonstrated ability to prioritize tasks and operate with independence, under pressure, to meet deadlines and commitments is necessary.
- **Post holder should have access to reliable internet and email mail at all times from his/her work location.**

Duration of Contract

Starting date: Contract will begin no later than February 2022

Duration: 12 months with potential to renew

Compensation

Selected candidate will be an independent contractor with the National Marine Sanctuary Foundation in Silver Spring, Maryland, USA. The scope of work for the contractual agreement will reflect the duties noted above. Contract arranged as monthly retainer/stipend of \$1,400-\$2,000/month depending on experience of selected applicant.

How to Apply

All applications must be in English and must be sent to the National Marine Sanctuary Foundation through the online platform linked below by **January 10th 2022**.

[CLICK HERE TO APPLY](#)

The application must include:



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- Cover letter in Spanish and English highlighting any points you consider relevant to this position
- Current CV (Spanish and English) It should include the candidate's contact details and current place of residence
- Letters of recommendation from 3 references with their contact information.

The Foundation will contact selected applicants for an interview.