

Consultancy: Project Coordinator

ABOUTS US

Ilili, is an organization that works to improve marine ecosystems by focusing on the conservation of sharks and rays through research and capacity building in local communities in Central America. Our research is inclusive involving a wide range of stakeholders from artisanal fishers, government partners, local students, and citizen scientists. Our research projects currently are focused on elasmobranchs (sharks and rays) in the Caribbean of Honduras and Pacific of Honduras and aim to generate baseline information which can support management decisions for their protection.

DESCRIPTION

Ilili seeks an experienced project coordinator who is passionate about the conservation of marine wildlife and working with fishing communities and decisionmakers to lead our research and conservation projects. Reporting to the Executive Director, the consultant will oversee different projects within the organization, and work with multi-sectoral partners and communities to help develop and implement project activities, identify emerging threats, and successfully execute projects. They will interact with governmental institutions, non-governmental organizations, academic institutions, the media, donors, the corporate sector, specialists / consultants, and other stakeholders, in collaboration with the Executive Director (ED), as appropriate.

SUPERVISION

The Project Coordinator will be under the supervision of the Executive Director.

LOCATION

The position is based in Roatan with regular local travel within Honduras. Other locations can be considered.

RESPONSIBILITIES

- Effectively manage project execution by supervising key aspects such as human resources, program deliverables, financial transactions, fundraising, grant oversight, and thorough reporting. **Our primary focus is to ensure the efficient and successful achievement of the project's goals and objectives.**
- Support the ED in communications pieces and social media planning.



- Lead the writing of reports for partners and funders, grant proposals, programmatic updates, and news items.
- Nurture and maintain strong professional alliances with government partners, donors, NGOs, civil society, and the press in the organization's network to implement strategic actions, identify short and long-term project priorities and opportunities, and develop collaborations.
- Organize in-person and virtual events (meetings, workshops, conferences, etc) with the team that help to create and strengthen alliances with partners, donors, and the public and that support outreach, education, research, and fundraising goals
- Ensure full maintenance and inventory of the organisation's equipment, supplies, and oversee resource allocation and ensure budgetary control.
- Represent the organization and participate in relevant conservation and policy meetings in the country and internationally and develop reports and presentations on as needed.

QUALIFICATIONS

- A bachelor's degree in a relevant field such as biology or environmental engineering, or a minimum of 2 years of experience in managing teams and projects in Honduras (or elsewhere), preferably knowledge of NGOs.
- Knowledge of national or regional marine, conservation, and political environments
- Excellent and demonstrated bilingual (Spanish/English) written and verbal / presentation skills required.
- Will be a highly motivated, proactive, and committed strategic thinker who is detail-oriented and highly organised with a strong work ethic; the ability to work to tight deadlines and manage others to ensure best results and strong teamwork.
- Fundraising and proposal writing experience is beneficial.
- Competent Microsoft Office Suite and Zoom user
- Ability to work both independently and as functional team member; focus on results and responding positively to feedback; diplomacy and political sensitivity; accountability.
- Good planning, logistical and organizing skills; with ability to deliver high quality results against tight deadlines; attention to detail and follow-through.

The position has a duration of 12 months with the possibility of extension depending on the results. Please submit a PDF including cover letter, current resume (CV) to info@ilili.org. Deadline for submission is November 10th.

