



TERMS OF REFERENCE

JOB TITLE

WOMEN'S INDIGENOUS PROJECTS VOLUNTEER
COMMUNITY OUTREACH AND LIVELIHOODS PROGRAMME
YA'AXCHÉ CONSERVATION TRUST

LOCATION

GOLDEN STREAM FIELD CENTER & PUNTA GORDA OFFICE, TOLEDO
DISTRICT, BELIZE

I. OBJECTIVE

To assist Ya'axché's Programme Managers with the development and implementation of livelihoods projects for indigenous women's groups in southern Belize.

II. GENERAL RESPONSIBILITIES

The Women's Indigenous Projects (IWP) Volunteer is expected to provide general support to Ya'axché by working flexibly, responsibly, with initiative and in a professional manner, playing an active role as part of Ya'axché's team by actively contributing to the organisation's overall objectives and mission.

III. SPECIFIC DUTIES

The IWP Volunteer is expected to:

Assist with Women's Livelihoods Activities:

4. Support Ya'axché staff in scoping and developing project concepts and ideas in line with Ya'axché's strategic plan and local circumstances.
5. Generate ideas for areas of improvement for women's groups, compatible with Ya'axché's mission and strategic plan and support Ya'axché staff in scoping and developing project concepts
2. Throughout the project, strengthen the capacity of Ya'axché staff members in relevant areas.
1. Ensure timely progress in implementation of project activities, in the field and in the office.
2. Provide updates/assist with communications with funders and partner organizations.
3. Assist with writing or editing project reports.

Assist the Community Outreach & Livelihoods Programme:

1. Provide guidance and assistance with education and training materials needed by the programme, including visual and experiential materials that help to communicate Sustainable Livelihoods information to people with limited levels of literacy.
2. Ensure projects and materials are interactive, culturally appropriate, and include a brief assessment of effectiveness.

IV. AUTHORITY

The IWP Volunteer receives guidance/direction from, and reports directly to the Community Outreach and Livelihoods Program Manager regarding specific duties.

V. QUALIFICATIONS

The IWP Volunteer should possess:

1. Strong interest and experience in indigenous culture, women's issues and initiatives, livelihoods, and sustainable development;
2. Cultural sensitivity
3. Excellent communication skills, a meticulous attention to detail

4. Ability to operate as part of a team in a dynamic environment, as well as motivation and enthusiasm to work under own initiative
5. A strong entrepreneurial streak
6. An ability to think strategically
7. Common sense and flexibility
8. Excellent written and spoken English is essential. Spoken Spanish, K'ekchi or Mopan languages would also be advantageous.
9. A minimum BSc or equivalent in a relevant subject area (e.g. women's studies, biology, environmental sciences, development or education)

Other desirable qualifications:

7. Fundraising experience
8. Experience teaching and developing education materials

HOW TO APPLY:

- o Please read the 'Volunteer Information Manual' at the bottom of this link www.yct.bz/volunteers.html before applying.
- o Submit letter of interest detailing why you are interested and how you meet qualifications, along with resumé and 2 letters of reference to:
Development Officer, Ya'axché Conservation Trust
By email: yct.development@gmail.com
Please type in Subject: "IWP Volunteer"

Ya'axché Conservation Trust
P.O. Box 177
#2 Alejandro Vernon Street, Punta Gorda,
Toledo District, Belize
Central America
Phone: (501)722-0055
Phone/Fax: (501)722-0108

Website: www.yct.bz

Blog: <http://yaaxche.wordpress.com/>

Benefits of Volunteering with Ya'axché:

- o Free, shared housing (or camping) in a quiet, nature preserve
- o Opportunity to work closely with dynamic, multi-cultural staff
- o Appreciation for your dedication and hard work
- o Excellent references for excellent work
- o Adventure in a country with pristine ecosystems, world-class snorkeling and SCUBA
- o In-depth, interactive cultural experience unattainable by tourists

Volunteers live and work in a beautiful but rustic, rural setting at Ya'axché Field Center and become part of the team to gain and promote the understanding and action necessary for a sustainable environment. Accommodations offer limited solar power, a cold water, shared bathroom, and the occasional rat, bat, tarantula, or scorpion.

Volunteer Personal Expenses:

There are no program fees charged for this experience, but the volunteer is expected to arrange and pay for:

- o Transportation to Punta Gorda, Belize, including airfare
- o Food, personal expenses, in-country travel, passport, visa