



TERMS OF REFERENCE

Agroforestry Extension Officer

Report to: Community Outreach & Livelihoods Director

Introduction

Ya'axché staff are expected to work cooperatively with others, demonstrate flexibility in organizing work, have good communication skills and demonstrate thoughtfulness in decision making. Staff must be non-judgmental and receptive, live up to the values of integrity, respect and professionalism while reflecting genuine concern toward both the biosphere and the communities where Ya'axché is active.

Purpose:

The COL program seeks to address the socio-economic situation of the communities within and adjacent to the Maya Golden Landscape (MGL) by promoting cacao-based agroforestry and other better agriculture practices. Specifically, the COL program will promote community micro-enterprise development and other eco-friendly activities through agroforestry as part of an integrated farming system. It also focuses attention on 'enhancing livelihoods' as the main goal of community enterprise activities. It contributes to building local capacity, environmental education, supporting the implementation of community plans, and supporting community links with other programs of the organization.

Officer Position: Level 1

Primary Relationships

- Supervisor: COL Manager
- COL Director
- Supervises: None
- COL/PAM/SCI/YICE Teams
- MGL Communities: Groups, Members, Farmers (Youth/Men/Women)
- Main Contact: Regulatory entities and communities (Fire)

Key Areas of Responsibility

- Conduct farmer training and workshops
- Provide extension services in agroforestry and sustainable farming
- Build relationships with farmers and communities
- Support inga alley cropping activities
- Keep records and write reports
- Assist with project activities

Main Duties and Responsibilities:

The Agroforestry Extension Officer is accountable for:

- Stay in regular contact with farmers, community groups, and the COL team in your assigned area.
- Visit farmers regularly in MGL communities to provide hands-on help with sustainable farming practices like agroforestry, cacao growing, beekeeping, inga alley cropping, and fire management.
- Work with the Community Liaisons Manager and Education Outreach Officer to support Farmer Field School activities in MGL communities.
- Help set up and maintain demonstration plots for agroforestry, beekeeping, inga alley cropping, organic farming, and controlled burns.
- Keep accurate records of farmer information and help maintain the COL database and farmer profiles.
- Write field reports and activity notes on time as requested by the COL Manager.
- Help the COL Manager prepare annual work plans and budgets by sharing information from the field.
- Attend internal and external meetings including the attendance of relevant local and international events on the COL program work
- Organize, participate and/or facilitate training sessions on the work of the COL Program
- Share knowledge of on-the-groundwork with various stakeholders including donors, funders, government officials, etc.
- Use Ya'axché's online calendars to schedule field visits and book vehicles for field work.
- Perform other field-related tasks as requested by the COL Manager

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Outcomes and Performance Indicators to be achieved by the position:

Outcomes	Performance Indicators
<p>1. <i>Extension Services</i></p> <p>Provide good extension services to at least 150 farmers annually in the MGL, helping them use sustainable farming practices.</p>	<ul style="list-style-type: none">▪ At least 50% of farmers are satisfied with extension services provided in designated areas.▪ Field activities follow Ya'axche's mission and values▪ Clear understanding of responsibilities of extension services and satisfactorily perform them.▪ Farmers are well engaged and in tune with Ya'axché's activities▪ Proper records are kept of services provided to farmers▪ Inga alley cropping demonstration plots remain productive and data is recorded

	<ul style="list-style-type: none"> Regular extension services in climate-smart practices, such as cacao agroforestry, fire management and inga alley cropping are provided
<p>2. Community Relationship</p> <p>Build and maintain good relationships with farmers and community members in the MGL.</p>	<ul style="list-style-type: none"> Support to COL team pertaining to any extension work with farmers or community groups is strengthened Proper records are kept regarding any community engagement Assist in any Ya'axché's local events Work with community leaders on fire brigades
<p>3. Expanding Best Agriculture Practices</p> <p>Specialty Area: Inga Alley Cropping</p> <p>Help farmers learn and use sustainable farming practices that work well in the MGL.</p>	<ul style="list-style-type: none"> Best agricultural practices are always promoted to farmers Document all new agroforestry areas properly Support Farmer Field School Methodology activities effectively
<p>4. Documentation and Support</p> <p>Keep good records and help with project activities to support the COL program.</p>	<ul style="list-style-type: none"> Participation in annual budget planning using field data and knowledge Support COL program through implementation of annual workplan activities Work within guidelines and stay flexible Maintain adequate records of meetings, activities and reports

Place(s) of work:

- Main Office: #3 Ogaldez Street, Punta Gorda, Toledo District, Belize
- Golden Stream Field Station, Golden Stream Community, Toledo District, Belize
- Maya Golden Landscape in southern Belize

Qualifications:

Education Level:

- Associate degree in agriculture or related field
- Degree in natural resources management or related field is an asset

Experience

- Experience working with rural or indigenous communities
- At least 2 years of practical farming or agriculture experience and basic data analysis and management skills
- Asset: Experience working with Maya communities in Southern Belize

Essential Skills

- Basic knowledge of sustainable farming and/or agroforestry
- Excellent communication skills, verbally and in writing
- Ability to write clear reports and keep good records
- Ability to work independently with guidance from the COL Manager
- Good interpersonal skills to build trust with farmers and community members
- Basic Computer skills (email, Word, Excel)
- Required: Valid Driver's License (motorbike/motor vehicle)

Additional Skills (Assets)

- Familiar with Toledo District communities and culture
- Speak Q'eqchi', Mopan, or other local Maya languages
- Experience with beekeeping, cacao farming, inga alley cropping, or fire management
- Knowledgeable about climate-smart agriculture

Desired Qualities:

- Self-motivated and able to work independently with minimal supervision
- Able to work well with different types of people using tact, patience, respect and flexibility
- Willing to help build capacity in community groups (including women's and youth groups)
- Detail-oriented, dependable, and physically fit for outdoor farm work with a positive attitude and eagerness to learn

Note: This is an entry-level field position. You will receive on-the-job training and mentorship from the COL Manager and team. Most of your time will be spent working directly with farmers in rural communities.