



## TERMS OF REFERENCE

### Education Outreach Manager

**Reporting to:** Development Director

#### Introduction

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Ya'axché staff are expected to work cooperatively with others, demonstrate flexibility in organizing work, have good communication skills, be resourceful, and demonstrate thoughtfulness in decision making. Staff are expected to live up to the values of integrity, respect, and professionalism while reflecting genuine concern toward both the environment and the communities of the Maya Golden Landscape.

#### Purpose:

The **Education Outreach Manager** is responsible for the development of annual work plans, lesson plans, education outreach campaign plans, and education materials aligned to Ya'axché's organizational Education & Outreach Strategy. The Education Outreach Manager provides oversight and direction to the Education Outreach Officer and maintains strong communication and collaboration with key stakeholders and with the Protected Areas Management, Community Outreach & Livelihoods, Science and Ya'axché Institute for Conservation Education (YICE) teams, extending outreach efforts in the Maya Golden Landscape (MGL) and increasing a wider reach within southern Belize.

#### Primary Relationships

- Supervisor: Development Director
- Supervises: Education & Outreach Officer
- Program Directors
- Project Managers
- Community Outreach & Livelihoods Manager
- PAM/COL/SCI/YICE/Operations Teams
- Communities
- Academic Institutions

#### Key Areas of Responsibility

- Strategic Guidance in Education and Outreach Initiatives
- Curriculum Development & Implementation
- Lead Educational Materials Development
- Oversee Stakeholder Engagement Tracker
- Monitoring and Evaluation of Education and Outreach
- Annual Reporting

**Manager Position:** Entry Level (Level 1)

#### Main Duties and Responsibilities:

The Education Outreach Manager is accountable for:

1. Leading the strategic planning, coordination, and implementation framework of Ya'axché's current Education & Outreach Strategy, inclusive of programmatic and project-related activities related to education and outreach.
2. Developing and overseeing the annual education and outreach workplan, providing in-field support and guidance to the Education Outreach Officer in its implementation.
3. Leading the review, update and/or development of education and outreach curricula, lessons plans, campaign plans, presentations, among other relevant materials.
4. Collaborating with the Marketing and Communications Manager(s) to lead the development, production, inventory and distribution of educational media products and promotional materials.
5. Leading the planning and coordination of education and outreach activities with Education Outreach Officer across MGL communities, inclusive of annual Ya'axche events (e.g. summer camp), internationally celebrated days (e.g. Earth Day), annual academic events (e.g. career day), field trips, among others identified in the Annual Operation Plan.
6. Supporting the coordination and delivery of education and outreach activities across MGL communities.
7. Supporting Program Directors and relevant managers in arranging logistics for programmatic events as it relates to Ya'axché's Annual Operational Plan and/or projects.
8. Implementing a monitoring, evaluation, and reporting mechanism for education and outreach activities as per Ya'axché's Education and Outreach Strategy 2026-2028.
9. Utilizing Ya'axché online calendars to schedule and oversee education and outreach activities and other programmatic work, including the booking of vehicle use for field work.
10. Performing any other tasks from time to time that may be requested, highlighting skills and experience.

**Outcomes and Performance Indicators to be achieved by the position:**

<b>Outcomes</b>	<b>Performance Indicators</b>
<p><b>1. Education and Outreach Implementation</b></p> <p>Ya'axché's Education and Outreach Strategy is effectively integrated into daily activities. Annual Operational Plans including internal work plans and project deliverables are completed annually. Results oriented programs and activities meet annual goals and objectives.</p>	<ul style="list-style-type: none"> <li>▪ At least five target audience are engaged in education and outreach activities</li> <li>▪ Environmental education activities are implemented efficiently with project managers and program staff</li> <li>▪ Education and outreach activities is delivered to at least 10 MGL communities annually</li> <li>▪ Activity reports on successes, challenges, and recommendations along with supporting documentation (attendance sheets, photos, agenda and budgets etc.) are filed periodically</li> <li>▪ Inventory of educational materials, media products, and tools is updated, and dissemination tracked</li> </ul>

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## 2. Outreach Coordination & Oversight

Stakeholders of 10 MGL communities, inclusive of children, youths, and women, have received information on Ya'axché's programmatic work including protected areas, climate smart agricultural practices, and biodiversity monitoring and research.

- At least 1000 stakeholders (individuals) of MGL communities are aware of Ya'axché's programmatic work, inclusive of environmental issues and threats, climate-smart agricultural practices, protected areas, and biodiversity monitoring and research
- Lesson plans for COL, PAM and Science programs are revised, updated, and implemented during education and outreach activities
- At least four (4) community and/or internationally celebrated events are successfully executed annually (YFE, Summer Camp, Bioblitz and International Days)
- Stakeholder Engagement Tracker is maintained up to date on a monthly basis

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## 3. Data Management

Collect, record and monitor information resulting from education and outreach activities.

- An education work plan is developed and implemented annually, integrating established monitoring and evaluation system
- Stakeholder Engagement Tracker is maintained up to date on a monthly basis
- Education and outreach data is accurately quantified and reported in Annual Report

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### Place(s) of work:

- Main Office: #3 Ogaldez Street, Punta Gorda, Toledo District, Belize
- Mile 68, Golden Stream Field Station, Golden Stream Community, Toledo District, Belize
- Maya Golden Landscape in southern Belize

### Qualifications:

#### *Education Level, Experience, and Specific Skills:*

- Undergraduate degree in natural resource management, environmental science, climate-smart agriculture or relevant environmental education and outreach experience
- Proven leadership skills (at least 3 years' experience in education, outreach, stakeholder engagement and management)
- Excellent communication skills, public speaking, and in technical writing
- Ability to network and engage with various stakeholder groups
- Demonstrated experience and ability to lead
- Demonstrated discipline to develop and execute plans
- Experience working with Local Communities and Indigenous Peoples
- Excellent organizational ability to get work done through formal and informal channels and use resources efficiently and effectively

- Quality oriented, energetic, and future-oriented
- Excellent interpersonal skills to build collaborative relationships and network effectively
- Good knowledge of office, software and computer systems
- Proficient knowledge of software and computer systems (Microsoft Office 365: Word, Excel, PowerPoint, Access)
- Valid driver's license is an asset

***Desired Qualities:***

- Familiarity with the culture and traditions in Toledo District is an asset
- Self-motivated and able to work independently with minimal supervision
- Ability to lead and operate as part of a team in a dynamic environment, as well as self-motivation, drive and enthusiasm to work under own initiative
- Ability to work under pressure, manage multiple tasks and allocate time effectively to meet internal and external deadlines
- Ability to think strategically, logically and to apply common sense, meticulous attention to detail, dependable and reliable, with a positive attitude
- Effective team player and committed to support and improve the overall work of Ya'axché