



TERMS OF REFERENCE

Education Outreach Officer

Reporting to: Education Outreach Manager

Introduction

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 Officer** is responsible for the development of concrete work plans and education materials in line with Ya'axché's Education Strategy. The Education Outreach Officer maintains strong relationships and collaboration with Protected Areas Management, Community Outreach & Livelihoods, and Science Programs as well as Ya'axché Institute for Conservation Education.

Primary Relationships

- Supervisor: Education Outreach Manager
- Program Directors and Managers
- Project Managers
- Community Outreach Livelihood Manager
- PAM/COL/SCI/YICE Teams
- Stakeholders

Key Areas of Responsibility

- Innovative approaches to environmental education & awareness
- Education outreach campaigns
- Educational materials design and development
- Programs curricula development, revision & implementation
- Maintain database of stakeholders

Officer Position: Entry Level (Level 1)

Main Duties and Responsibilities:

The Education Outreach Officer is accountable for:

1. Leading and implementing educational activities in accordance with the Ya'axché's Education Strategy.
2. Support developing annual workplan for education and outreach in coordination with Education Outreach Manager.

3. Working alongside the Education Outreach Manager with support from the Marketing and Communications Manager(s) in the development of educational multi-media materials including promotional ones.
4. Disseminating information to target audiences based on lesson guides, manuals, and curriculums according to the Ya'axché's Education Strategy including distribution of promotional materials.
5. Coordinating and delivering presentations to targeted audiences across 10 MGL communities (Trio, Bladen, Medina Bank, Golden Stream, Indian Creek, Silver Creek, San Miguel, San Pedro Columbia, San Jose, and Aguacate).
6. Planning, coordinating, and executing with the Education Outreach Manager environmental education and outreach events and annual activities such as science fairs, annual international days (e.g. Earth Day), protected areas field trips, Summer Camp, BioBlitz, Ya'axché Farmers' Expo, Citizen Science Symposium, and other relevant events that contribute to the overall goals of Ya'axché.
7. Lead the planning, coordination, and execution of outreach activities and events in the MGL including but not limited to the drafting and delivery of invitation letters, agenda, activities development, transportation, catering logistics, among others.
8. Contributing ideas to the Education Outreach Manager and Development Director for grant proposals pertinent to the environmental education outreach activities as necessary.
9. Liaise with the Education Outreach Manager and Program Directors, including relevant managers and officers, in arranging logistics for programmatic events as it relates to Ya'axché's Annual Operational Plan.
10. Implementing mechanisms for monitoring the impact of educational activities (i.e., standardizing information on presentations carried out, compiling attendance sheets, record schedule, pre/post surveys, stakeholders feedback, etc.).
11. Work alongside the Education Officer Manager to quantify and analyze data gathered for input in Annual Report and Community Outreach and Livelihoods Report.
12. Utilizing Ya'axché online calendars to coordinate and schedule visits and educational activities, including the booking of vehicle use for field work.
13. Managing the environmental education outreach activities, stakeholder engagement tracker, data repository, and supporting projects activities, including awareness campaigns.
14. Participating and delivering education updates, when necessary, in Project Coalition, Operation and All Staff Meetings.
15. 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:

Outcomes	Performance Indicators
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1. Education and Outreach Implementation

Ya'axché's Education Strategy is effectively integrated and implemented into Annual Operational Plans and including work plans and project deliverables.

- Annual workplan for education and outreach developed with at least 80% of actions implemented.
- Activity reports are filed periodically including successes, challenges, and recommendations along with supporting documentation (attendance sheets, photos, agenda, budgets, etc.).
- Contribution of education and outreach summary information for the Annual Report and Community Outreach and Livelihoods Report.

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.

- Education and outreach activities promoting Ya'axché's work is delivered to at least 10 MGL communities, including outreach to at least 100 community members.
- At least four (4) community and/or internationally celebrated events are successfully executed annually (YFE, Summer Camp, Bioblitz, Citizen Science, and International Days)
- At least three (3) creative and strategic methods are implemented to engage target audiences, but not limited to display boards, popup banners, mascot, story book, creative media, arts, etc.

3. Data and Management

Collect, record and manage monitoring information resulting from education program activities.

- Stakeholder Engagement Tracker is maintained and up to date
- Sign-up sheets, activity reports, and any other supporting documentation are submitted on a timely manner
- Functional data management system is maintained and updated monthly (data on engagement, solicitations, donations, knowledge, etc.)

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, Experience, and Specific Skills:

- Associate degree in natural resource management, environmental science, agriculture or related environmental education and outreach experience
- Proven experience in education, outreach, and/or stakeholder engagement (at least 2-3 years)
- Demonstrated experience and ability to lead, plan, and execute workplans
- Strong public-speaking and networking skills
- Experience working in local communities and with Indigenous Peoples
- Excellent communication skills, verbally and in technical writing
- Excellent organizational ability to get work done through formal and informal channels and use resources efficiently and effectively
- Excellent interpersonal skills to build collaborative relationships with stakeholders
- Proficient knowledge of computer systems and Microsoft 365 (Word, Excel, PowerPoint, Outlook)
- Quality oriented to pursue results for self and others with drive, energy and enthusiasm
- Proactive and future-oriented to identify priorities and focus on getting most important work completed successfully

Desired Qualities:

- Familiarity with the culture and traditions in Toledo District is an asset
- Sensitivity to the needs of persons with low literacy and/or English as a Second Language
- 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
- Valid driver's license