



Employment Opportunity

Nonprofit Administrator & Communications Coordinator

Ceiba Foundation for Tropical Conservation

Positions available: Two ~50% or one full-time position (depending on qualifications, see below)

Pay rate: \$18/hour starting, with potential for yearly performance-based increases

Location: Madison, Wisconsin

Start Date: As soon as position is filled

Job Description: The Ceiba Foundation for Tropical Conservation is a small U.S. 501(c)(3) nonprofit organization dedicated to protecting threatened tropical ecosystems. Ceiba (pronounced "Say-ba") has multiple ongoing projects in Ecuador, including habitat conservation, reserve management, and local and international field education programs, as well as rural development and teacher training. Our U.S. office is in Madison, WI but most of our staff including the Executive Director work out of our office in Manta, Ecuador.

Ceiba's Mission:

Connecting tropical nature and sustainable livelihoods through habitat conservation and environmental education

We seek to hire two half-time or one full-time person to fulfill the responsibilities of U.S. Administrator and Communications Coordinator. Our ability to offer a single full-time position will depend on whether the applicant meets the qualifications required for both roles.

The duties of the **US Administrator** include coordinating and promoting study abroad courses and volunteer/internship programming; fundraising including donor management and grant writing; basic accounting; document organization and database management; and other administrative tasks associated with general office operations and ongoing project (filing, paying bills, answering phone calls and emails). See a list of specific qualifications below.

The **Communications Coordinator** is responsible for managing communications between and among staff and volunteers in Ecuador and the U.S., and to our U.S. audiences, including donors, alumni, partners, the board, and other audiences; producing multimedia content that promotes our work; posting to our social media; producing and distributing our quarterly and annual newsletters; updating our website; renewing and expanding Ceiba's online listings and accounts; planning fundraising and networking events; assisting with grant-writing; creating and distributing marketing materials for study abroad and EduTour programs; and representing Ceiba in meetings, study abroad fairs, and other events. See a list of specific qualifications below.

Required Qualifications:

We are seeking someone who shares our heartfelt commitment to environmental conservation, and who wants to team up with a small nonprofit to help it grow and succeed in achieving conservation and environmental education goals. The ideal candidate will have a minimum of a B.A. or B.S., and must be creative, self-motivated, outgoing, detail-oriented, and organized. Strong written and oral communication skills are required, as is at least basic fluency in Spanish; familiarity with the country of Ecuador is a plus. Applicants must have demonstrated history of managing time efficiently and working independently and reliably with intermittent supervision.

Specific Qualifications (U.S. Administrator):

Besides the qualities described under Required Qualifications above, we seek a U.S. Administrator with:

- advanced skills in essential productivity software including Word, Excel, Email, Google Drive
- past experience with basic accounting tasks and software (Excel, QuickBooks)
- experience editing websites in WordPress
- ability to manage and organize databases (Excel)
- excellent oral and written communication skills; able to write professional emails, make phone calls, and be upbeat and enthusiastic when communicating with clients
- prior experience in fundraising a plus
- prior experience or education in non-profit management a plus
- Spanish language skills a plus

Specific Qualifications (Communications Coordinator):

Besides the qualities described under Required Qualifications above, we seek a Communications Coordinator with:

- strong ability to create, edit, and share text, image and video content
- proficiency managing social media platforms (Instagram, Facebook, Twitter)
- desktop and/or online publishing skills (InDesign, Illustrator, Photoshop, etc.)
- prior experience in online fundraising and marketing, such as online newsletters, email marketing, and donation campaigns
- experience with website management (WordPress, basic html)
- excellent oral and written communication skills
- creativity, attention to detail, and a high level of productivity

Hours & Office: Ceiba is adopting a 4-day work week, with at least two days in our office in Madison, and up to two days working remotely, for a total of 32 hours/week. We believe a four-day week can foster a more focused and productive work environment for all staff. Remote work (via zoom, WhatsApp, Skype) has always played a large role in Ceiba's operations, as nearly all our staff are in Ecuador.

To apply please send a cover letter and CV or resume indicating relevant experience, whether you are applying for a full time or part time position, and contact information for 2-3 professional or academic references who can comment on your qualifications for the job to mail@ceiba.org

Contact: Yasi Rezai

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