

### **Job Opening: BFREE Field Station Manager**

BFREE's mission is "to conserve the biodiversity and cultural heritage of Belize." As the only field station in this biologically significant area, BFREE seeks to achieve its mission by successfully integrating scientific research, environmental education and conservation, while also enhancing sustainable development and providing alternative livelihoods for local community members. This off-the-grid field station is home to several large-scale conservation projects, has 30 structures onsite, employs approximately 25 – 30 local staff members, and hosts hundreds of guests annually. [www.bfreebz.org](http://www.bfreebz.org)

#### **Required/Desired Qualifications:**

- Bachelor's degree in environmental field (Natural resource management, Environmental Science, or similar)
- Managerial experience or team leadership – minimum four years manager experience
- Experience with construction and facilities maintenance
- Must have a valid Driver's License and experience driving standard transmission 4x4 trucks
- Must consent to and pass a Background Check and submit a police record
- Must be able to commit to a minimum of two years

#### **Preferred Qualifications:**

- Wilderness First Responder Certification, Wilderness First Aid, or equivalent
- Strong interest in the natural world and conservation initiatives
- Prior experience working at a field station or similar

#### **Key personality traits include:**

- ability to live and work in a small group environment with limited personal space in rustic and rural conditions
- flexible and adaptable
- responsible and safety conscientious
- relatable and personable with staff/students/group leaders/visitors/locals
- a team player with a good work ethic
- leadership skills

**Physical requirements:** Must be in good physical condition with the ability to walk to perform daily duties and must be able to lift 50 lbs.

#### **Position Overview:**

The Station Manager assumes a leadership role at the field station. The SM oversees the field station staff (approximately 25 - 30 persons) and ensures smooth operations for both employees and visitor experiences. The SM encourages and fosters positive attitudes, sets a good example, and prioritizes staff efforts. The SM supports the mission and activities of BFREE and exemplifies a concern for the environment. The SM communicates frequently with the Directors regarding all aspects of the field station operations and to ensure staff and guests are supported. The SM collaborates with the Facilities Manager, Administrative Assistant, Kitchen, Hospitality Staff and Head Park Ranger to ensure facilities, supplies, vehicles and equipment are maintained, and to ensure the security of the Field Station and its staff and guests.

**Duties Include:**

**Staff management:** Delegate and assign duties to staff; coordinate staff work schedules and meetings; oversee hiring and training of new staff; mediate problems in a direct and fair manner; annually evaluates performance of staff members.

**Operations management:** Identify staff and field station needs and supplies; oversees the food and supply ordering and transport of these items to the field station, manages the kitchen staff, and keeps an inventory of supplies; provide receipts to the office. Reviews and approves proposed internal policies for the field station, to ensure alignment with overall BFREE's business direction and conformance with all legal requirements.

**Maintenance of facilities, vehicles, equipment and property:** Ensure the maintenance and repair of vehicles, buildings, and other equipment as needed. There are 30 structures including bathrooms, staff houses, guest accommodations, and research facilities, vehicles and vessels. There is a variety of equipment and infrastructure to support the daily operations of the station including solar power systems, water systems, etc. There is a network of trails throughout the property that also requires regular maintenance.

**Safety and security:** Ensure general and emergency safety protocols and procedures are up to date, that the associated safety equipment and supplies are onsite, and that staff are aware of these policies and are trained accordingly.

**Compensation:**

The Field Station Manager lives at BFREE and is provided lodging and food and a competitive salary. Housing is shared with a roommate in an open-air cabin (no A/C or heating). Annual leave and social security are provided according to Belize Labor Laws.

**How to Apply:**

To apply, email your CV, cover letter, three letters of reference to [jobs@bfreebz.org](mailto:jobs@bfreebz.org).