

## Purpose of the Job

The Learning & Outreach Officer is responsible for the coordination and administration of learning and outreach activities.

## Job Family and Reporting Line



**Our Purpose:** For a Sustainable Future, We Act, Inspire, and Engage All to Value and Conserve Aruba's Natural and Cultural Heritage.

**Our Vision:** Through Conservation Leadership Excellence, We lay the Foundation for Thriving Biodiversity, Resilient Ecosystems, and Celebrated Heritage, for a Sustainable Aruba.

This is why we encourage all ACF employees to embrace **Our Core Values:**

- *Passion:* we love nature, and love what we do.
- *Integrity:* we do the right thing. Always.
- *Unity:* together we achieve more.
- *Commitment:* we aim for excellence in all that we do.
- *Innovation:* we look for solutions from fresh perspectives.

## Job Profile

# Learning & Outreach Officer

## Areas of Responsibilities & Core Activities

### Learning & Outreach Operations

- Manage and deliver learning & outreach operations including planning and booking.
- Coordinate all learning & outreach activities, including workshops, nature walks and interpretive talks.
- Conduct events to provide informative and engaging experiences for visitors to protect areas.
- Ensure maintenance of equipment, educational displays and program materials.
- Supports with billing and collecting education and learning (consultancy) fees.
- Coordinate learning & outreach volunteers.

### Other

- Collect data on feedback on the effectiveness of learning & outreach programs and events.
- Carry-out administrative tasks of the department, incl. liaising with schools and accounts department.
- Execute other duties as assigned. Duties and responsibilities may be added, deleted, or changed at discretion of management to assure continuity of the business operations

## Interaction & Communication

- Participate in internal meetings to share update on learning & outreach program execution.
- Communicate learning & outreach program details, schedules and expectations to participants.
- With community organizations, schools and clients for collecting and billing consultancy fees.

## Decision-making

- Advice on learning & outreach programs, planning, coordination and execution, including setting schedules and making operational decisions.
- Organizing and prioritizing own work process.

## Job Requirements

- Min. Bachelor's degree in biology or a related field. Teaching degree preferred.
- Practical skills and experience in program coordination, communication and events planning.
- Strong written and verbal communication skills in English, Dutch, Spanish and Papiamentu.
- Strong interpersonal skills, able to engage with diverse audiences.
- Passion for nature and conservation.
- Enthusiasm for the vision and purpose of ACF for conservation and environmental stewardship.

Core Competencies

- Flexibility
- Self-Development
- Accountability
- Teamplayer

Work Behaviour Examples

- Does not need much time adapting to a new task
- Holds on to an objective but is able to change own approach, view or behavior
- Actively looks for the ways to develop oneself
- Learns from own mistakes
- Continues to work effectively without losing sight of quality standards
- Keeps to agreements that have been made
- Notices when others need help and offers assistance when necessary
- Is open to other people's opinions and ideas

Job Specific Competencies

- Identification with Management
- Focus on Quality
- Planning & Organizing
- Communication

Work Behaviour Examples

- Explains stakeholders' interests in a way that gains support
- Sees the bigger picture
- Sets high standards for own and other people's work
- Balances the choices between good quality against fast production and higher profit against poor quality
- Is able to draft a realistic time schedule for certain activities
- Is able to prioritize own work and uses time effectively to complete tasks
- Provides clear explanations that are easy to follow
- Demonstrates good listening skills through body language and eye contact

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