Refugio Nacional Romelia
Montezuma, Puntarenas
Seeks Resident Manager
Full-time

Wildlife refuge with Sea turtle conservation project Seeks a dynamic resident manager that could enhance the volunteer experience as well as improve and expand the conservation efforts of the refuge in Montezuma and vicinity.

Duties and responsibilities

- The primary duties are to coordinate with volunteers to execute our programs and create memorable experiences for our volunteers.
- Organize, execute and process data from the Sea Turtle conservation Program
- Prepare, organize and execute the Environmental Education Program
- Prepare and manage budgets properly
- Prepare plans to control expenditure.
- In charge of daily communication with volunteer agencies or international operators, coordinating volunteer arrival and well being while in Romelia.
- Control of Food and Beverage costs, and supply
- In charge of HR department, recruiting, training and monitoring staff as well as Interns and volunteers.
- Daily inspections to the property to ensure proper maintenance of buildings, water supply, gardens, and hatchery.
- Prepare accounting documents to be sent monthly to the accounting firm.
- In charge of collaborating with other conservation entities or efforts in the district; as Cabo Blanco Reserve, Montezuma Verde, ASVO, Waterkeepers, Rios y Cuencas, CORECO, Beach Cleans, and others.
- Monthly meeting with owners to revise financial info and operation KPI's performance
- Establish new relationships with potential donors. Engage with universities that can become allies to promote new investigation programs.
- Manage and supervise the ongoing projects such as Sea Turtle conservation and the Environmental education.
- Create new projects of conservation, research or collaboration with entities like universities.

Skills and specifications

- One year experience with working with Sea Turtle projects
- The person must have a friendly personality to do the job, and be able to motivate and lead the team of staff, interns and volunteers.
Strong emotional intelligence to cope with complicated emotional situations that some volunteers might experience due to isolation and disconnection to media and electricity.
Passionate and positive communicator
Very important to enjoy working in remote areas, with little to no access to power and media, and tons of wildlife.
• Excited to explore the beach at night, to lead night patrols
• Willing to stay alone at the refuge at times
• Must enjoy working with and helping volunteers
• Ready to immediately move to Refugio Romelia in Montezuma, Puntarenas.

Education and Qualification

• 100% bilingual (English/Spanish)
• The person must have a bachelor’s degree in Natural Resources Management, Marine Biology, Biology, wildlife veterinary or similar.
• “Carnet de Regente.”
• At least two-year experience “hands-on” Marine Turtle hatchery and conservation.
• Refugio Nacional de Vida Silvestre Romelia
• Montezuma, Costa Rica

Nefertiti Ingalls
Directora
R.N.M.ROMELIA
Montezuma, Costa Rica
refugioromelia@gmail.com

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