

Hello Ecolog,

Osa Conservation is hiring a Conservation Campus Assistant to manage our biological station in Costa Rica's southern Pacific Ocean.

Position: Conservation Campus Assistant

Location: Osa Conservation Campus

Status: Full-time

About Osa Conservation:

Osa Conservation's mission is to conserve the globally significant terrestrial and marine biological diversity of the Osa Peninsula of Costa Rica by implementing ecosystem stewardship, enhancing scientific understanding, providing education and training, and creating sustainable economic opportunities.

We believe in a holistic approach to conservation, one grounded in a systematic understanding of the ecological, social, and economic relationships that shape environmental problems. Our work is founded in science and supported by strategic partnerships, well-informed decision-making processes, and a strong commitment to improving lives through protecting nature. We recognize that in order for conservation to succeed, it must be coupled with science, community engagement, and strong systems of support upon which to collaboratively build a more sustainable future.

Summary of this Role:

The Conservation Campus Assistant will oversee excellent visitor experience and manage the daily operations of the Osa Conservation Campus to ensure an immersed conservation experience.

This role requires the ability to manage multiple work streams to coordinate and lead operations and logistics in a 2600 ha wildlife refuge. The candidate must be highly organized, a good team player, motivated, able to complete work tasks in an effective and timely manner, and solution-oriented to solve problems.

This person should have an entrepreneurial spirit and must be prepared for the associated challenges of working in a remote tropical rainforest field setting (one hour away from the nearest town). **This role provides a unique opportunity to strengthen and contribute to a quickly-growing conservation organization whose mission is to protect one of Earth's last wild places.**

Objectives of this Role:

- Plan and manage visitor travel to OC properties by creating itineraries and coordinating with Field Operations Manager
- Manage reservations and follow up with guests.
- Supervise hospitality services offered in the OC campus
- Seek ways to improve visitor's experiences (volunteers, researchers, tourists, etc.)
- Assist with OC campus operations including but not limited to cleaning, kitchen and maintenance.

- Develop a plan to increase revenue linked to the number of visitors in each of OC's properties.
- Create a database of universities, tour operators, tourists and researchers to exchange information and coordinate visits.
- Coordinate personal and individualized contact (calls, photos, videos, cards, etc.) to increase the number of visitors of the Osa Conservation campus.
- Produce social media material to actively promote the Osa conservation campus.
- Design and develop travel itineraries to increase the number of visitors
- Work closely with Field operations manager and finance director to identify needs and priorities of OC properties and tackle arising problems
- Tasks as assigned

Skills and Qualifications:

- Bachelor's degree in tourism, administration, marketing, hospitality or a related field
- **Sufficiency in English and Spanish**
- Exceptional ability in cross-functional collaboration
- Strong communications skills
- Ability to engage effectively with staff and partners at all levels
- Close attention to detail and quick turnaround time for work products
- **Ability to live and work in a challenging remote field setting**
- Must be solutions oriented, able to diagnose problems quickly, and have foresight into potential issues
- Ability to foster culture of teamwork and contribute to different issue areas across organization as needed
- Microsoft office and Google programs knowledge.
- **Manual Driver's license required**

To apply, send the CV and cover letter with the subject "Conservation Campus Assistant" to hr@osaconservation.org. The deadline to apply is May 15th, 2022.

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