



## **Belipola Communications & Programs Coordinator** **Job Description**

### **Summary**

Belipola is a unique place that teaches and demonstrates sustainability, restoration and a deep care for people and planet. The center is located in Mirahawatte, and is home to a mature forest garden, ecological farm, flowing river and biodiversity. Belipola is a vibrant community space where people from all over the world come to enjoy and learn. We are members of the International Analog Forestry Network (IAFN) functioning as the Asia regional training center and as a project under Rainforest Rescue International (RRI). The forest has been growing for over 30 years, with the center now coming into its maturity. We are looking for a dynamic and spirited leader for the team who is creative and interested to take the center and its programs to a new level. There is an amazing, well trained, dynamic staff of 12 on site at present. We have dormitory and bungalow accommodation, a fully equipped office, teaching spaces and a beautiful community kitchen.

### **Who are you? (Responsibilities)**

You will have experience working with a team, and have experience working in the field of communications, education, training, agriculture, and/or ecology. You have excellent verbal and written communication skills, like to work with people and can take care of people's needs as they arise. You have a good understanding of Belipola's ethics, values and guidelines, and can coordinate logistics, develop in-house programs, as well as external programs. You are creative and can problem solve issues in the office and field.

### **Skills and qualities**

- Well organized, self-motivated and able to coordinate several activities
- Flexible and able to solve problems (large and small)
- Excellent communication skills (email, phone and inter-personal)
- Creative, open-minded, curious and able to express vision
- English and Sinhala are essential – other languages also useful
- Willing to work with people from around the world
- Personal interest in social, economic and ecological issues

### **Experience & qualifications**

- Coordination experience in any of the following: education, environment, ecology, social enterprise and/or agriculture programs
- Experience working on the land – farm, forest, etc.
- Minimum Bachelor's degree but relevant life and work experience are considered extremely important

### **Key duties**

#### **Communications**

- Handle phone, email, FB and website enquiries for trainings/workshops, site visits, school visits & all other programs
- Daily update FB page with activities at Belipola and similar stories
- Manage and maintain website with current activities, upcoming workshops, calendar and photos



- Maintain effective communication with RRI, partners, donors and interested parties
- Coordinate and maintains Belipola activity calendar
- Maintain records of activities
- Develops/writes content for information about Belipola, to use in fundraising, promotions, sales, tourism as needed
- Edits drafts for correspondence, articles, reports for distribution as needed
- Collect quarterly reports from Belipola teams, to assemble and finalise overall quarterly report to send to RRI and donors
- Coordinate meetings and share information with Belipola teams as necessary

## **Programs**

- Recruit and coordinate volunteer and internship program (Sri Lankan and international)
- Coordinate logistics for trainings, guests/visitors, volunteers and interns
- Work with Operations & Arboretum Coordinator at Belipola for necessary program supplies
- Support community-based tourism program with logistical oversight
- Coordinate bookings for trainings, workshops and retreats
- Conduct and manage orientation for all guests, interns and volunteers
- Orient new staff by providing information about Belipola and Analog Forestry; reviewing organisation guidelines and values; gathering of personal and payroll information; explaining about salary scale and benefit program (EPF).
- Work with RRI, IAFN and other organisations to plan and arrange workshops and trainings on Analog Forestry, organic farming and other sustainability topics.

## **General**

- Participate in strategic planning, special events, and development of new initiatives
- Coordinate & participate in regular staff meetings – weekly team and monthly full staff meetings.
- Other work or support needed, be willing to help where necessary

## **Application details**

This is a one-year position with possibility to extend. There is a three-month probationary period. The position is open to all people, all nationalities, all religions and it starts immediately. The position is housed within RRI and based at Belipola (Mirahawatte). A room is provided on-site if needed and the programs coordinator is expected to be present when there are guests and at a minimum during the work-week (Monday-Friday) and sometimes on the weekend. Salary will be discussed at the time of interview.

## **How to apply**

Please send a letter (two pages maximum) that details your interest in working at Belipola and why you think you will make a good candidate for this position. Please attach a CV to the letter and contact details of two professional references (academic references are ok to supplement, but it is essential to have 2 professional references). Send application materials to [contact@belipola.com](mailto:contact@belipola.com)  
\*\*No phone calls please

Deadline for applications is **January 10, 2016**.

All candidates will be notified of their application status. Only short-listed candidates will be contacted for an interview.

For more information about Belipola: [www.belipola.com](http://www.belipola.com) / [www.facebook.com/belipola](https://www.facebook.com/belipola)