CONSERVATION SOCIETY OF POHNPEI

Position: DEPUTY DIRECTOR

Location: Pohnpei, Federated States of Micronesia

Deadline for Applications: April 24th 2009

Starting Salary: 19,885.80 to 21,609.26 (negotiable based on experience)

Essential Functions:

The Conservation Society of Pohnpei's Deputy Director will provide administrative support to the Executive Director, working closely with the Management staff and under the direct supervision of the Executive Director to ensure successful implementation of community based conservation projects around Pohnpei and efficient functioning of the CSP office. S/he will supervise the Management staff, volunteers and interns, assisting them with development of annual work plans and budgets. S/he will be responsible for overseeing the day-to-day operational management of CSP's three programs. S/he will play a key role in fundraising for the three programs and lead CSP staff in project concept development, proposal writing, and budget tracking.

S/he will assist the Office Manager with daily accounting and budget management, as well as development of financial reports. S/he will be a local spokesperson for CSP as needed to support the Executive Director both on and off island. Priority consideration will be given to Micronesian nationals or long-term residents.

KNOWLEDGE/SKILLS:

. Bachelor's degree and 3-5 years' experience in the functional field

. Knowledge of conservation principles in terrestrial and/or marine

. Excellent administrative skills, attention to details and numerical ability.

. Working knowledge of Microsoft Office suite and photo editing software.

. Excellent written and oral communications in English.

. Works effectively under pressure and meets deadlines.
. Diagnoses complex problems and identifies innovative solutions.

. Makes strategic decisions based on analysis, experience and judgment.

. Ability to work cooperatively often under pressure to complete project work and achieve goals.

. Experience in grant proposal writing and local fundraising efforts.

. Work in partnership with other organizations in a collaborative capacity.

TO APPLY

Email cover letter, resume and two letters of reference by April 24th 2009 to:

Patterson Shed,

Executive Director,

Conservation Society of Pohnpei,

cspdirector@mail.fm

For more information please call 691-320-5409 or send an email to the address listed above. To learn more about the Conservation Society of Pohnpei please visit our website www.serehd.org