



JOB DESCRIPTION

Position:	ASSISTANT SITE MANAGER – MAYA FOREST CORRIDOR
Reports to:	MAYA FOREST CORRIDOR SITE MANAGER
Location:	BELIZE CITY / MAYA FOREST CORRIDOR FIELD BASE
Country Program/Sector:	BELIZE PROGRAM / TERRESTRIAL CONSERVATION
Internal Liaison:	TERRESTRIAL CONSERVATION DIRECTOR, COMMUNICATIONS COORDINATOR, TECHNICAL COORDINATOR-CWT, TECHNICAL ASSISTANT –TERRESTRIAL
Scope:	SITE-BASED
Position Type:	FULL-TIME

Job Summary:

The Assistant Site Manager – Maya Forest Corridor (MFC) supports the effective management and day-to-day operations of WCS-managed lands within the Maya Forest Corridor. Reporting to the MFC Site Manager, this position supervises the Conservation Ranger team and ensures successful implementation of enforcement, monitoring, and conservation activities. The Assistant Site Manager coordinates field patrols, ensures adherence to forest and wildlife protection laws, oversees accurate data collection using tools such as SMART, and supports ranger training and operational logistics. The position also contributes to outreach and education initiatives with communities and ensures clear communication between field operations and the WCS Belize main office. As WCS Belize's gender lead, the Climate Resilience Coordinator will also ensure gender-responsive design and delivery of all community-facing initiatives.

Major Responsibilities:

- In collaboration with the MFC Site Manager, supervise and coordinate the daily operations of the Conservation Ranger team, ensuring safety, discipline, and adherence to operational protocols.
- Support implementation of the Maya Forest Corridor Management and Compliance Plans, including SMART patrols, law enforcement coordination, and data reporting.

- Ensure accurate completion and submission of reports on patrols, incidents, and wildlife observations using established templates and systems.
- Provide on-the-job training, mentorship, and technical support to Rangers to strengthen field capacity and performance.
- In collaboration with the MFC Site Manager, coordinate with partners, enforcement agencies, and communities to support collaborative patrols, community compliance, and conflict mitigation.
- Oversee use and maintenance of operational equipment, vehicles, and infrastructure, ensuring readiness and accountability.
- Assist with research and biodiversity monitoring activities in coordination with technical staff and partners.
- Support outreach, education, and community engagement initiatives in collaboration with the Communications Coordinator and other partners.
- Contribute to the preparation of project reports, updates, and communications for donors and WCS management.
- Act as Officer-in-Charge in the absence of the Site Manager, as delegated.

Job Qualifications:

Education and Experience

- Associate's or Bachelor's Degree in Natural Resource Management, Forestry, Wildlife Management, or a related field.
- Minimum 3 years of relevant field experience; supervisory experience preferred.
- Strong understanding of forest and wildlife protection regulations in Belize.
- Experience with SMART or similar spatial monitoring tools an asset.
- Fit and able to work in remote field conditions.
- Experience with Geospatial Information Systems
- Full manual driving license and clean police record.
- Proficiency with MS Office (Word, Excel, Email).
- Ability to communicate in Spanish is an advantage.

Key Skills

- Strong leadership, organizational, and problem-solving skills, with adaptability given the highly varied nature of the job.
- Team-oriented with excellent communication and interpersonal abilities.
- Demonstrated ability to manage logistics, field operations, and staff effectively.
- Capacity to maintain professionalism in challenging field environments.
- Commitment to conservation principles and community collaboration, with awareness of and sensitivity to cultural, ethnic, gender and ability.
- Drivers (manual) and boat (outboard engine) handle proficiencies.

Key Performance Indicators (KPIs):

- Effective supervision and performance of the Conservation Ranger team.
- Timely and accurate SMART data collection and reporting.
- Compliance with enforcement protocols and operational standards.
- Positive and productive engagement with community and agency partners.
- Equipment and infrastructure maintained in good condition.
- Contribution to improved conservation outcomes in the Maya Forest Corridor.

Work Environment & Travel Requirements:

The position is based primarily at the Maya Forest Corridor field base, with regular travel to Belize City and occasional national and international travel for trainings, workshops, or coordination meetings. The role requires working in remote, rugged environments under varying weather conditions and maintaining flexibility in work hours, including weekends or holidays when necessary.

Equity & Inclusion Statement:

WCS is committed to fostering a diverse, inclusive, and equitable workplace. We actively seek individuals from all backgrounds and experiences to join our team, ensuring that conservation efforts are collaborative and representative of the communities we serve.