JOB DESCRIPTION

Position:	Community Liaison
Reports to:	Community Resilience Coordinator
Locations:	Dangriga Town, Hopkins Village, Seine Bight Village, and Sarteneja Village
Country Program/Sector:	Belize
Position Type:	Part-time Contract, three days per week – Remote Work
Expected travel:	As required within the country

Introduction:

The Wildlife Conservation Society (WCS) saves wildlife and wild places worldwide through research, science, conservation action, education, and inspiring people to value nature. That mission is achieved through our global conservation programs. WCS currently oversees a portfolio of more than 500 conservation projects in 65 countries in Asia, Africa, Latin America, and North America, and the oceans between them.

WCS Belize is committed to working with communities, government, and other partners to safeguard Belize's biodiversity and natural resources through integrated land and seascape management underpinned by applied research.

Assignment Background:

This assignment will support the implementation of the project titled "Enhancing Management of Glover's Reef Marine Reserve and South Water Caye Marine Reserve Using an Integrated Seascape Approach" being implemented through partnership between the Wildlife Conservation Society and Belize Fisheries Department.

Consistent communication and trusted local relationships are essential for effective community-based conservation. WCS Belize is therefore seeking four part-time Community Liaisons to support project implementation with onsite presence and engagement. One Officer will be hired from and assigned to each of the following communities: Dangriga Town, Hopkins, Seine Bight, and Sarteneja Village.

Each Community Liaison will serve as a link between WCS Belize and community stakeholders in their assigned community. They will share project information, mobilize participation, document community feedback, support meetings and field activities, and follow up on questions and agreed actions. The four positions will help ensure that community perspectives are communicated to WCS in a timely manner, and that community members receive timely information about project implementation.

Scope of Work:

Each Community Liaison will undertake the following duties and responsibilities within their assigned community:

- Maintain regular contact with community leaders, fisherfolk, community-based organizations, women, youth and other relevant stakeholders in their respective community.
- Share accurate and timely information on project activities, meetings, opportunities, and agreed decisions through established and appropriate community communication channels.
- Conduct regular check-ins with community project beneficiaries and be a consistent point of contact for questions, feedback and follow-up.
- Mobilize participants for consultations, trainings, meetings, surveys and other approved activities.
- Support activity logistics, including confirming participants, venues, schedules, transportation needs and required materials.
- Assist with participant registration, attendance records, meeting notes, photographs where informed consent is provided, and collection of participant feedback.
- Support community representatives in preparing for meetings and communicating their priorities, experiences and recommendations.
- Listen to and document community concerns, priorities and suggestions and communicate them promptly and accurately to the project implementation team.
- Track agreed actions and follow up with community members, WCS staff and approved partners on outstanding matters.
- Support the implementation of WCS Grievance Redress Mechanism
- Direct technical, livelihood, safeguarding or other requests to the appropriate WCS staff member.
- Immediately report safeguarding, protection, safety or serious reputational concerns in accordance with WCS policies.
- Maintain an updated stakeholder contact list for the communities.

Reporting and Work Arrangements:

The four Community Liaisons will be contracted individually by WCS Belize and will report to the Community Resilience Coordinator. Each Community Liaison will work three days per week. The agreed schedule will combine field visits, community meetings and administrative and reporting time.

Each Community Liaison will be assigned to one target community and must be available to travel within that community and, when required, to nearby communities for other project related activities. Flexibility will be required for evening or weekend activities and community availability.

Qualifications:

Education and General Requirements

- A high school diploma.
- Good spoken and written English.
- Reside within the respective community.
- Ability and willingness to travel regularly among the target communities.

Knowledge and Experience

- Experience in community outreach, mobilization, customer service, volunteer work or a related area is preferred.
- Knowledge of or strong connections to one or more of the target communities is strongly preferred.
- Knowledge of coastal livelihoods, fisheries, conservation, climate resilience or community development is an asset.
- Experience working with an NGO, community-based organization or public institution is an asset.

Key Skills and Competencies

- Clear, respectful verbal communication and basic written reporting skills.
- Ability to listen carefully, document information accurately and maintain confidentiality.
- Basic ability to use a smartphone for calls, messaging, photographs and electronic forms.
- Strong organization, reliability, discretion and attention to detail.
- Ability to work independently, follow instructions, meet deadlines and collaborate with a wider team.
- Ability to build trust and maintain positive relationships with diverse community members.
- Cultural sensitivity and commitment to inclusive community participation.
- Proactive, practical approach to addressing routine field challenges.
- Commitment to ethical conduct and community partnerships.
- Spanish, Garifuna, or another locally relevant language is an asset.
- Basic knowledge of Microsoft Office applications is an asset.

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.