

Job Posting: Amphibian Ark Program Officer

The Amphibian Ark (AArk) has a position open for a Program Officer to work with a small, dedicated team and committed partners to advance AArk's mission of *ensuring the survival and diversity of amphibian species focusing on those that cannot currently be safe-guarded in their natural environments*. The Program Officer reports to the AArk Executive Director.

Specifically this position is responsible for:

Managing AArk's Conservation Needs Assessment (CNA) program

Oversight of AArk's program to assess species for their conservation needs, and develop priority conservation lists for each country or region. Responsibilities of the Program Officer include convening and facilitating range country workshops to complete CNA assessments, disseminating the results of CNA via appropriate newsletters, zoo associations, conferences and publications, managing the CNA and program database, reviewing the CNA process and coordinating any updates to improve the process and coordinating with a software developer to design, build, review and implement any updates.

Managing AArk's Conservation Grants and Fellowship programs

AArk provides annual Conservation Grants and Fellowship opportunities to range country institutions to help with the development of *ex situ* assurance populations of endangered amphibians. Responsibilities of the Program Officer include updating application guidelines, initial review and processing of applications, coordinating the Grants Review Committees to review and rank all applications, notifying all applicants of outcomes, and coordinating regular reporting from grant recipients.

Managing AArk communications

Program Officer is responsible for management and delivery of AArk communications including newsletters, website and other social media (e.g. subject-based discussion groups and document library), and staff email administration.

Position requirements

- Familiarity with the amphibian conservation community and with managing amphibian conservation programs
- Excellent communication skills
- Ability to work with minimal supervision
- Ability to facilitate team efforts
- Experience with database management
- Experience with publishing software (InDesign or other)
- Experience with website management using WordPress

Preference will be given to those candidates

- with a university degree in the biological sciences
- with bi/multi-lingual abilities (especially English and Spanish)

Physical Requirements: Work environment is typically within (home) office. Some international travel required.

Salary: Commensurate with experience and job location, includes some benefits.

Applications should be sent to Dr. Anne Baker, Executive Director, annebaker@amphibianark.org and include:

- a letter of interest
- a resume or curriculum vitae
- names of three references (no letters of recommendation required at this time)

Review of applications will begin November 15, 2022. We will continue to review applications until the position is filled.