



Bahamas National Trust-Job Description

Job title: Project Manager
Reports to: Director of Science and Policy
Focus: Managing the Coastal Resiliency Project
Type: Four-year contract

Job overview:

The project management professional will lead the BNT's Coastal Resiliency Project which is part of a larger project managed by the Ministry of Works (MOW) *Coastal Resilient Coastal Management and Infrastructure Program*. The project aims to help build resilience against coastal vulnerabilities and climate risks in The Bahamas. [The project manager will](#) be responsible for ensuring the execution and quality of project deliverables; reporting; managing budgets; engaging communities and stakeholders; and being the public face of the project.

Roles and responsibilities:

- Lead BNT's Coastal Resiliency Project management team and management of the consultants under the project.
- Oversight and quality control of the Coastal Resiliency Project.
- Develop and execute the project's stakeholder engagement strategy.
- Develop and execute the annual operational plans, education and outreach plans and community engagement plans
- Lead public meetings, media events and all communications pertaining to the project on behalf of the BNT.
- Oversee the quality of all project reports and documents, manage budgets and source additional funding as needed.
- Write scientific papers, technical reports, articles, and other materials as needed.
- Represent the BNT at national and international meetings and conferences on terrestrial conservation matters.
- Assist other departments as needed.
- Other duties assigned by the Director of Science and Policy.

Qualifications and experience:

- Bachelor's degree in Project Management, Biology, Ecology, Environment, Natural Resources, Forestry, Conservation or related field. An advanced degree is considered an asset.
- At least 5 years working experience and some demonstratable project management or management of teams is required.
- Capable of working flexible hours including weekends; ability and willingness to travel nationally and internationally.
- Prepared to work in all weather and in remote areas.

- Comfortable with working with birds, mammals, reptiles, amphibians and plants.
- Excellent oral and written communication skills and demonstrable computing skills.
- Excellent organizational skills, attention to detail, passion for the environment, ability to multi-task, capability of working independently and as part of a team.
- A good understanding of data collection techniques and citizen science is desired.
- Knowledge about Bahamian and regional wildlife is a plus.
- Capabilities in GPS, GIS, statistical programs, data collecting, and analysis considered a plus.