EPI Mexico Program Manager
Job Description

**About Ecology Project International:** EPI is an international non-profit organization dedicated to addressing critical conservation issues through field-based partnerships between local experts and high school students. We engage adolescent youth from local communities and visiting youth from other regions in applied hands-on science and conservation as they learn about and help protect threatened species and habitats. Through EPI’s programs in five countries throughout the U.S. and Latin America, teens are inspired and empowered to engage in conservation efforts at home and worldwide to become the next generation of conservation leaders. More information can be found at [www.ecologyproject.org](http://www.ecologyproject.org)

**Job Summary:** Under the supervision of the Mexico Director, the Mexico Program Manager is responsible for administrative and program management and the successful operation of EPI’s Mexico site. Primary responsibilities include oversight of in-country staff with direct supervision of Administrative, Campus, and Communications personnel; project management and administrative support for the implementation of experiential education programming delivered through field, urban, and rural community based courses and activities. The Program Manager is responsible for budget administration; development and management of relationships and collaborations with in-country foundations, partners, and vendors; communication between the Mexico site and global offices; planning, management, evaluation, and improvement of all of EPI Mexico’s operations related to participants, alumni, and the community; financial and strategic risk management; support, direction and implementation of in-country development efforts, major grant administration, business development fundraising and national student recruitment and admissions, and the successful implementation of EPI Mexico financial strategy and priorities for all aspects of operations. The Mexico Program Manager works with the Mexico Director and other senior staff to ensure a legally and fiscally sound program.

**Accountability:** This position is based in La Paz, Mexico with some travel necessary. The Project Manager (PM) reports to the Mexico Director (MD).

**Responsibilities:** below as listed, plus other tasks as assigned by supervisor

**Staff Supervision and Management**

*Oversee EPI Mexico Program Management and directly supervise the Administrative, Campus, and Communications staff efficiently so that possibilities and limitations are understood and allow for simultaneous operational stability and growth:*

- Manage in-country human resources and staffing needs;
- Understand and ensure compliance with in-country policies and practices;
- Serve as a key contact for staff from EPI global office in Missoula, Montana;
Recruit, hire, inspire, train, develop, guide and supervise staff coordinators, and support this process for assistants, instructors, and interns;
Identify, prioritize, and pursue professional-development opportunities that produce highest return for resources spent;
Ensure collaboration and proper coordination with all EPI Mexico staff, as well as staff at EPI Headquarters and other sites;
Provide positive and constructive feedback, and conduct annual reviews of key staff;
Maintain good humor and apply professional, common-sense solutions to everyday challenges.

Recruitment and Admissions
Collaborate with Program staff to develop effective strategies for student recruitment, appropriate program pricing, promotions, and effectively market relevant program content:

- Develop and maintain relationships with key stakeholders in regional public and private education in the communities where we operate;
- Contribute to regional awareness and support of EPI programming by leveraging corporate grants and sponsorships;
- Enhance U.S. and International student recruitment efforts;
- Support and implement national campaigns tailored to reach target groups of student, teachers, and community participants.

Program Operations
Ensure high quality and effectiveness of program delivery while striving for operational efficiency:

- Assist in creation of operational strategy that aligns with EPI global Strategic Binder;
- Coordinate and share resources with Program staff at other EPI program sites;
- Supervise work to improve efficiency, participant experience, and operational cost-benefit;
- Evaluate appropriateness of current logistics, and standardize best practices compliance;
- Help identify potential fee- and income-producing as well as cost-cutting opportunities;
- Direct development of Annual Proposal and Plan aligned with global fiscal year;
- Consistent monitoring and follow-up of Annual Plan goals;
- Co-create seasonal reports.

Risk Management
Support healthy culture of risk management both financially and programmatically, and ensure compliance with EPI global policies:

- Facilitation and management of Staff Insurance claims;
- Ensure vendor compliance with local regulations (permits, insurance);
- Support structure for due diligence and research of considerations for new sites and activities;
- Support local operation and compliance of Emergency Response System.
Finance and Administration

Oversee all in-country finances, and work with Mexico Director, Finance Director, Executive Director and outside counsel to ensure legal compliance in-country:

- Develop program budget and forecasts, and monitor and review monthly spending forecasts and spending actuals;
- Monitor spending and oversee program accounting month to month;
- Serve as legal representative if necessary;
- Review account ledgers and staff payroll summaries;
- Oversee in-country accountant and ensure fiduciary compliance in Mexico;
- Manage bank accounts (opening, bank statements, requirements);
- Review of actual income and spending against budget (coding, execution);
- Complete vendor contracts or Memorandums of Understanding and request payments;
- Ensure the timely negotiations and execution of client contracts;
- Together with Development Director, develop and maintain agreements with current funders, and identify and cultivate potential funding sources at both local and national level;
- Serve as primary in-country contact for foundations and existing and potential donors, including adult trip participants and campus visitors;
- Write and administer Major Grants;
- Maximize local student tuition and other earned income revenue as appropriate;
- Develop and manage strategy for retail inventory and sales.

External Relationships and Communications

Build, strengthen, and leverage key strategic partnerships with local, regional, and international non-profit organizations and government agencies to achieve EPI’s mission and goals:

- Represent EPI to partners, vendors, schools, government officials and within the local community and region;
- Maintain relationships with EPI’s partners and vendors before, during, and after program season, establish MOUs and agreements;
- Oversee all program Communications, Marketing, and Outreach and relevant Sales for Mexico program.

Facilities Management

Responsible for organization properties upkeep, management, and upgrades:

- Oversee work of Campus personnel to develop and implement annual plan for successful facilities operations at both Campus site and Instructor House;
- Allocate appropriate corresponding financial and human resources for facilities management and maintenance;
- Oversee formal certification process of EPI Campus as Educational Center;
- Maintain focus on sustainable resource use and green initiatives in facilities oversight.
Qualifications:

Required:

- Advanced Degree in relevant field: Business, Management, Finance, Marketing, Education, Environmental Science
- Five years or more experience in relevant positions-supervising staff, project management, providing administrative oversight, strategic planning
- Fluency speaking, reading, and writing in Spanish and English

Preferred:

- Experience working directly in La Paz, and/or Baja California Sur
- Experience in finance management, major grants administration, sales & marketing

Schedule and Location: This position is full-time (40 hours/week) with some evening and weekend work and some travel necessary. Position is based in La Paz, Mexico.

More information at:
https://www.ecologyproject.org/about/jobs

Questions can be directed to:
mexico@ecologyproject.org

To apply: Fill out online application and submit resume and cover letter here.