

## **General Purpose**

The Environmental Leadership & Training Initiative (ELTI), a program of the Yale School of Forestry & Environmental Studies (F&ES), seeks a talented and energetic Program Assistant for its Philippine Program.

ELTI contributes to the conservation and restoration of forest ecosystems and biodiversity in tropical regions of Latin America and Asia. ELTI achieves this by providing policy makers, individuals in technical positions, community representatives, and other key actors from relevant sectors of society with the knowledge, tools, skills, and contacts to advance the protection and adequate management of these systems.

The Philippine Program Assistant will be based at Visayas State University (VSU) in Baybay, Leyte, with office space provided by VSU. The Program Assistant will be required to travel to Metro Manila, field sites within the region, as well as to and from Yale University in the United States. The Program Assistant will work closely with the Asia Program Coordinator, who is based in Singapore, and staff members from partner organizations.

## **Essential Duties of Position**

- Work with ELTI's Field Technician and partner organization staff to ensure successful logistics for all training events.
- Scope and ensure safety and quality of transportation, accommodations and other services hired during events.
- Play a leading role in facilitating training events.
- Help identify and recruit event coordinators, professors and expert lecturers for training events.
- Deliver oral presentations during event implementation and at relevant national or international events, if needed.
- Help write, translate and publish course announcements, course reports, conference proceedings, and articles on relevant topics in academic or popular publications.
- Identify and select participants for the training events.
- Facilitate and assist with doctoral and masters student interns who will provide support in various training event related activities.
- Conduct course evaluations and prepare summaries, post-course communications, network development, photo archiving, and website updates.
- Provide information needed to manage accounting for Training and Leadership Programs in the Philippines.
- Help solicit and review requests for support from the Leadership Program and provide follow-up support to those selected for the program.
- Monitor Leadership Program activities and assist with impact assessment.
- Manage the administrative process required by Yale University for partner organizations, resource people, and Leadership Program participants.

- Participate in relevant workshops, and conferences that may widen the network of contacts and/or help in curricular or program development.
- Attend meetings as a representative of ELTI in various networks in the Philippines, such as the Rain Forest Restoration Initiative.
- Provide support to the ELTI Online Program in terms of material development, translation, and administration.
- Participate on an as-needed basis in ELTI staff meetings and provide support and input in key activities such as strategic planning, annual operating plan development, impact assessment, communication strategy design, and other general administrative issues.
- Assist with other actions that may be required for the successful execution of ELTI's training events.

### **Education, Training, and Skills**

- Philippine national preferred
- 5 years relevant work experience
- Bachelor's degree in forestry, natural resource management or economics, sociology, or related field. Master's degree preferred.
- Knowledge of technical and social aspects of forest restoration and biodiversity conservation.
- Experience preparing and implementing questionnaire, surveys, and impact assessments desired.
- High level of fluency in English is required.
- Ability to work independently with limited direct supervision.
- Ability to work effectively under pressure and meet deadlines.
- Ability to work cooperatively with internal staff and external parties.

For more information about ELTI, please visit our website at <http://environment.yale.edu/elti/>. To apply for this position, please send a copy of your CV and a cover letter explaining how you fulfill the education, training, and skills requirements for this position to Dr. David Neidel, ELTI Asia Program Coordinator, [david.neidel@yale.edu](mailto:david.neidel@yale.edu), by **April 10, 2017**.