



## **CAPACITY DEVELOPMENT & ECO TOURISM COORDINATOR POSITION ANNOUNCEMENT**

Roman Luan (Rolu) is looking for a ***Capacity Development and Eco Tourism Coordinator*** to assist with organizational development, capacity building and the oversight of its main asset the Eco Lodge called *Tua Ko'in*.

Rolu is local non-profit organization that does community development work across the Island of Atauro, which lies about 30km North of the Dili the capital of Timor-Leste. Atauro Island, although part of Dili District, is remote. Rolu is the main local non-governmental organization on the island working to address the various problems faced by the people of Atauro.

**Rolu's Vision:** To create a sustainable community of Atauro that is healthy and educated in order to maintain the values of our local culture and to have active community participation in conserving our environment and resources for the welfare of all Timor-Leste.

**Rolu's Mission:** To utilize and build the capacity of the Atauro community to manage their development with the principle of community participation.

**Rolu's Main Activities** have included education, agriculture, fisheries, health, tourism, and transport.

**Library** – The community library and activity centre was started in 1999 in an unused church building which was renovated for this purpose. The centre provided books (we have over 4000 books in 4 languages – Tetum, Indonesia, Portuguese and English), educational games and puzzles, art materials, and musical instruments and a program of activities for children.

**Kindergarten Schools** – The kindergarten schools education program encourages and supports literacy on Atauro. The Program helps children to learn how to read and write and teaches children how to develop an effective ways of thinking for problem solving. There is one kindergarten in each of the five sucos on Atauro Island.

**Community Early Literacy Schools** – These two schools are in the remote sub-villages of Iltimur (Makadade Suco) and Adara (Beloi Suco). They were started in 2004 due to the fact that young children were not able to walk to the nearest government schools and were thus not attending schools, thus losing a most valuable learning period in their development.

**Participatory Community Development Program (PCDP)** – The PCDP project provides physical infrastructure improvements in the area of waste management and clean water.

## Position Overview

Roman Luan (Rolu) is looking for a **Capacity Development and Eco Tourism Coordinator** to assist with organizational development, capacity building and the oversight of its main asset the Eco Lodge called *Tua Ko'in*.

The **Capacity Development and Eco Tourism Coordinator** will work collaboratively with Rolu's management team, board of directors and *Tua Ko'in/Eco Lodge* staff. Primary responsibilities of this position include assisting with management of *Tua Ko'in*, program development, fundraising, event management and research as well as capacity building local staff via assisting with computer skills, English language skill building, report and proposal writing and eco tourism. This position is a minimum of full-time (40 hours/week), and reports to Rolu's management team and board of directors. This position will provide various types of opportunities for intensive hands-on learning.

This is not a salaried position. Compensation will be free food and accommodation at *Tua Ko'in*, all other costs including insurance, travel and airfare should be provided by the applicant. A minimum commitment of six months is desired.

Specific responsibilities include:

### Capacity Development

- Work with the management team to design, direct, and implement projects
- Perform English and computer classes
- Assist with management of *Tua Ko'in/Eco Lodge*
- Develop projects and oversee implementation
- Monitor programming and access results through indicators for reporting

### Fundraising and Donor Development

- Develop good working relationships with funding agencies and partner organizations
- Support all aspects of donor development, including supporting the board of directors, staff and volunteers to build positive donor relationships
- Lead organizational donor management processes, including tracking and acknowledging donations, updating donor database, donor communications, and donor appreciation
- Create monthly fundraising reports and other reports as needed

### Organizational

- Collaborate with staff members and partner organizations to produce communication materials including newsletters, press releases, website, brochures, flyers, etc
- Work with management team to select new staff and to manage current staff
- Participate in community events and programs, represent Rolu at outreach events, and participate in trainings, as time permits
- Participate in evaluation and review of activities and procedures
- Provide organizational development support to the management team and board of director

## Qualifications

- Willingness to live and work on the remote island of Atauro
- A commitment to Rolu's mission and values
- An understanding of conflict resolution and participatory education principles

### Background and Experience

- Background in development or eco-tourism
- Bachelor's Degree essential, Master's Degree preferred
- Experience working in developing countries and with rural populations
- Experience with capacity development
- Experience with fundraising and liaising with donors
- Experience managing large and diverse teams

### Skills/Knowledge

- Strong analytical skills
- Good leadership skills
- Excellent interpersonal and relationship-building skills
- Ability to organize, prioritize, and manage time effectively
- Ability to troubleshoot, improvise and think strategically and creatively
- Ability to work independently and to facilitate collaboratively
- Willingness to work a flexible schedule
- Proficiency in Word and Excel
- Good written and spoken communication skills
- Fluent English and willingness to learn Tetun

## To Apply

Please submit a cover letter and a resume or CV, with contact information for three references to: Rolu's partner organization Ba Futuru (For the Future), Attn: Sierra James. Materials can be submitted via email to [sierraejames@hotmail.com](mailto:sierraejames@hotmail.com).

This position will remain open until filled, though preference will be given to applicants who submit their materials by November 30, 2009.

Women and minorities are strongly encouraged to apply.