



## COMMUNICATIONS & OUTREACH OFFICER - BELIZE

### TERMS OF REFERENCE

MarAlliance is an international non-profit working in multiple countries, further locally registered as an NGO in Belize, that explores, enables, and inspires conservation action for threatened marine wildlife and their critical habitats with communities. Our approach is demand-driven, collaborative, strategic, and impact-oriented. We focus on community-oriented marine research, educational initiatives, and conservation strategies, working closely with fishermen, tourism professionals, students, protected area personnel, policymakers, and other vital marine stakeholders. By collecting crucial data on marine populations, artisanal fisheries, the impact of Marine Protected Areas (MPAs), and the behavior and ecology of marine wildlife in a rapidly changing world, we inform and empower evidence-based conservation and management decisions. As the populations of many large marine species continue to decline, MarAlliance stands as a formidable, science-driven advocate, guiding our partners in developing and implementing effective science-based conservation strategies to reverse these trends and ensure a sustainable future for marine life.

**Position summary:** We are seeking a proactive, digital-savvy Communications and Outreach Officer (COO) with excellent writing, presentation, and copy-editing skills. The candidate who **must be a Belizean National or Resident with a work permit** will support the creation of high-quality written content and multichannel assets and materials to broadcast the work MarAlliance does through its online (website, social media, newsletter, among others) and offline platforms, and engage with our external audiences and stakeholders to contribute to our overall communications and marketing goals. The COO will report to both the Communications and Marketing Coordinator and Belize's National Coordinator, and work with the IT Officer and the international team to support their communications.

#### **Duties and responsibilities will include, but are not limited to:**

- Provide creative, editorial, and operational project support
- Support with the photo archive and video archive management.
- Community Management: Actively manage social media channels (Facebook, Instagram, LinkedIn, YouTube, Twitter), create visuals, videos and Reels as well as identify new trends and collaboration opportunities.
- Support with writing blog articles (SEO) and newsletter design.
- Help build and develop campaign materials, toolkits, and actions (online and offline).
- Assist in different communications-related projects working hand in hand with external contractors (web developer, graphic designer...) to improve the engagement of external audiences.
- Support in campaign and communications reporting (Google Analytics, social media metrics, email marketing reports)



- As part of the MarAlliance Communications Team, support the Communications and Marketing Coordinator with any other communications projects, consistent with the skills and expertise of the post holder, in non-routine circumstances.
- Support the Belize team with outreach and education campaigns both in the office and in the field, and related administrative tasks.

#### **Experience, Knowledge, and Skills Required:**

- Bachelor's degree in communications, graphic design, marketing, or any related disciplines, and at least 3+ years of experience in the sector
- Native English required, fluent or demonstrably strong Spanish skills are an asset
- **Demonstrated ability to write and deliver creative communications** across a range of digital and written media with strong storytelling abilities.
- Innovative, entrepreneurial, and able to spot and develop good stories.
- Self-starting and capable of working with a partially remote team
- **Highly detail-oriented and able to multitask** are a must
- MS Office and Graphic design skills (Canva intermediate +) are a must
- Photo and Video - image and video editing skills (Adobe suite intermediate +)
- Experience with 5+ of these tools is a must: Mailchimp, WordPress, Facebook Business Manager, Hootsuite, Google Analytics, AI automation, e.g., Claude, Google Ads, Salesforce and Monday.com.
- Passion and interest for nature, marine life, and conservation
- Good with people, empathetic with a robust sense of humor

#### **Location and Oversight**

The COO will be based in the MarAlliance office in Belize City, with up to 15% travel in coastal communities, marine protected areas or events where MarAlliance works.

#### **Remuneration, Benefits and Duration**

Salary is commensurate with experience. Benefits include paid holidays, professional training, local and international travel, and health care support. This position is contractual for an initial one-year term, including a six-month probationary period, with renewal based on performance and funding.

#### **How to apply**

Interested applicants should **submit as a single PDF document** the following: a Cover Letter, Curriculum Vitae (CV), Contact information for three professional references, and a Police record in an email with **subject line** "MAR\_BZ-COO\_Name" to [careers@maralliance.org](mailto:careers@maralliance.org) by June 24th, 2026.

Please note that **only shortlisted candidates will be contacted** and we ask that you do not contact us for updates on the recruitment process. Additional information and supporting documentation may be requested from shortlisted applicants as part of the selection process.