



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB REFERENCE NO:	N/A
JOB TITLE:	Environment Outreach Coordinator
MINISTRY	Ministry of Tourism, Agriculture, Fisheries, Heritage, Religious Affairs & The Environment
DEPARTMENT:	Department of Environment and Coastal Resources
LOCATION:	Providenciales

JOB SUMMARY:

The Environmental Outreach Coordinator will be a dynamic and passionate individual, responsible for developing and implementing comprehensive outreach and education programs focused on environmental conservation, Marine Protected Area (MPA) use and management, sustainability, climate change, and other critical environmental issues within the Turks and Caicos Islands. This role will lead efforts to engage and educate diverse audiences, including the general public, government institutions, public and private schools in all islands, fostering a greater understanding and appreciation for the natural environment and promoting responsible behaviors.

KEY DUTIES AND RESPONSIBILITIES:

1. Develop and implement a comprehensive environmental outreach and education strategy aligned with the Department's goals and national environmental priorities.
2. Develop engaging and informative educational materials, including presentations, brochures, social media content, Web App and website updates.
3. Plan, organise, and host, workshops, presentations, field trips and campaigns to target audiences and tailor outreach activities to their specific needs and interests.
4. Build and maintain strong relationships with government agencies, educational institutions (public and private schools), community leaders, NGOs, and other relevant stakeholders.
5. Collaborate with government institutions to integrate environmental education into national initiatives.
6. Manage the environmental exhibits at the National Environment Centre.
7. Coordinate public awareness campaigns on key environmental issues, including conservation, MPA regulations, sustainable practices, and climate change impacts.
8. Utilise various communication channels, including social media, traditional media, community events, and online platforms, to disseminate information effectively.
9. Promote responsible use and appreciation of the environment through targeted outreach activities.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

10. Perform other duties assigned by proper authorities and adhere to all Public Service codes, rules and regulations.
11. Represent the Department on committees, workshops and meetings as necessary.
12. Any other duties that may be assigned by the Director/Deputy Director.

QUALIFICATIONS AND EXPERIENCE:

1. Bachelor's degree in Environmental Science, Education, Communications, or a related field.
2. Minimum of three (3) years of experience in environmental outreach, education, or public engagement.
3. Strong understanding of conservation principles, MPA management, sustainability issues, and climate change.
4. Experience working with diverse audiences, including government institutions, schools, and vulnerable communities.
5. Excellent communication, presentation, and interpersonal skills, with the ability to convey complex information clearly and engagingly.
6. Experience in utilising various communication channels, including social media and traditional media.
7. Cultural sensitivity and the ability to work effectively in diverse cultural contexts.
8. Valid driver's license and willingness to travel to other islands.
9. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

REMUNERATION PACKAGE:

SALARY – Grade 6 \$45,992.00 per annum

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

