

**Job Vacancy:**  
**Assistant Director, Alliance for Tompotika Conservation**  
**Open until filled, posted April 2017**

The Alliance for Tompotika Conservation ("AlTo") ([www.tompotika.org](http://www.tompotika.org)) is a small non-profit conservation partnership dedicated to healing the broken relationship between humans and the rest of nature, starting in one very special place: the Tompotika peninsula of Sulawesi, Indonesia. AlTo runs field projects to protect endangered species, rainforests, and coral reefs; outreach projects to build long-term support for conservation; and quality-of-life projects to promote the dignity and self-sufficiency of local communities.

The Assistant Director will work with AlTo's Director and field staff to implement all aspects of AlTo's programs. AlTo is a small organization with few staff, so the Assistant Director must be flexible and able to work on a wide variety of daily tasks in both the United States and Indonesia. The position will be based on Vashon Island, Washington, USA, and, except when on travel, physical presence at the office is required weekly (i.e. must reside in Seattle area). When in the U.S., daily tasks will be centered around grant-writing, project management, and communications. The Assistant Director will also make up to four trips per year to Indonesia, generally of 2-4 weeks' duration. While in Indonesia, he or she will take an active part in our field conservation and outreach activities, ranging from night patrols of sea turtle beaches to school visits to meetings with government officials.

The ideal candidate to join AlTo's small, cohesive team will be a person who has demonstrated a strong concern for a stable planet, healthy and diverse wild nature, and sustainable human communities. Though his or her nationality may be from any country, s/he will be familiar with and at home in both Indonesian and Western culture. S/he will be well-organized, with outstanding communication and social skills, and be able to work closely and with respect, compassion, and a sense of humor with people from all walks of life. His or her work habits will demonstrate honesty, flexibility, reliability, and attention to detail in all things. S/he will be a team player, able to follow directions closely, collaborate with others, and also think creatively and independently to solve problems.

**Qualifications:**

**The following attributes are required:**

- Fluent in English
- Proficient in Bahasa Indonesia
- Outstanding communication skills (written, verbal), esp in English
- Excellent organizational skills, including ability to meet deadlines, attention to detail, and ability to manage multiple tasks
- Excellent interpersonal skills, including cross-cultural sensitivities
- High personal integrity and discipline
- Physical flexibility and stamina to work long hours and weeks at a time in the field and in rough conditions

- Strong commitment to nature and conservation, in word and deed
- College degree (Bachelor's or S1)
- Strong computer skills (MS Office, PC or Mac)

**The following attributes will strengthen your application:**

- Academic background in conservation biology, environmental science or related field
- Experience with grantwriting and/or fundraising
- Experience in rural Indonesia

**Duties:**

- Assist the Director with managing programs. The Assistant Director will likely take over leadership of AITo's sea turtle program, and will assist with program development and management of various other field and outreach programs.
- Assist the Director with management of staff. The Assistant Director will be in close, regular communication via e-mail with AITo's Tompotikan staff, receiving reports, helping to manage teams, troubleshooting, and helping with training.
- Organizational development and outreach. The Assistant Director will spend a significant proportion of his/her time writing and reporting on grants, as well as assisting with fundraising and communications of all kinds.
- Assist the Program Assistant with operational matters as needed.
- Other duties as schedules, needs, and abilities determine.

**Contract Details:**

- This is a full-time, permanent, salaried position. Normal work-week when stateside is c. 40 hrs/wk, with some evenings and weekends required. When in Indonesia, working hours are long, and determined by activities and conditions.
- Location: Vashon Island, Washington, USA. (At least 3 days/wk required on-site on Vashon Island. Commuting from Seattle, Tacoma, or Olympic Peninsula okay but no remote hires.)
- Open to any person who meets the requirements, regardless of national origin or any other factor. Assistance with U.S. work authorization will be provided if needed.
- Travel to Indonesia will be required, up to 4 times per year, for up to several weeks at a time.
- Benefits include health insurance, paid vacation (starting at 12 days/year), and retirement contributions.
- Salary \$40,000 - \$50,000 per annum, depending on qualifications.

**To Apply:**

Send CV/resume, cover letter, a writing sample in English, and 3 references to: sheila@tompotika.org