



**Wildlife Justice
Commission**

Capacity Building Program Coordinator

1-year full-time contract

Wildlife Justice Commission:

Law enforcement and legal experts fighting transnational organised wildlife crime.

The Wildlife Justice Commission is an innovative, young, mission-driven organisation leveraging the rule of law and the power of investigation to stop the extinction of our wildlife. Our mission is to disrupt and dismantle the transnational, criminal networks trading in wildlife, timber, and fish by collecting evidence and turning it into accountability.

The Wildlife Justice Commission is an international foundation set up in 2015 with headquarters in The Hague.

Position Overview

This position supports capacity building initiatives within the Wildlife Justice Commission and more broadly through external partnerships. The Capacity Building Program Coordinator will support Wildlife Justice Commission training and capacity building work. The primary objective will be to provide administrative support for the delivery of various in-person and online training and capacity building efforts, support effective law enforcement, prosecutor, and judiciary engagement, and provide strategic communications on capacity building.

The main position objectives are as follows:

1. Support training logistics and event planning (in-person and online) for law enforcement officers, prosecutors, and judicial authorities as part of Wildlife Justice Commission capacity building programs.
2. Support effective online community/network management, including supporting the design and delivery of online and in-person engagement activities.
3. Support mentoring of law enforcement officers, prosecutors, and judicial authorities as part of Wildlife Justice Commission capacity building programs.
4. Seek out opportunities for additional capacity building projects and support other Wildlife Justice Commission departments in the application for grants and capacity building partnerships.

Tasks and Responsibilities

- Work collaboratively to support the delivery of the Wildlife Justice Commission capacity building strategy, including providing administrative support for capacity building projects.
- Support the establishment and management of the Wildlife Justice Commission's capacity building team, new online learning platform, including coordinating the development and frequent review of training materials, as well as encouraging the use of training materials by the learning community.
- Develop a roster of law enforcement, legal, and judicial experts capable of delivering training in person and online.





- Coordinate logistics for online and in-person training activities, including uploading, maintaining, and encouraging the use of online training materials, liaising with facilitators on contracting processes, venue hire, and equipment provision.
- Manage activities and support effective network engagement within the WARN (Wildlife Analyst Resource Network) online community and Wildlife Justice Commission Academy.
- Support preparation and editing of reports, brochures, presentations, and strategic communications on capacity building for specific external audiences, such as partners, donors, etc., and coordinate and prepare regular communications on capacity building for internal and external Wildlife Justice Commission audiences.
- Assist in grant applications and reporting for capacity building projects.

Requirements

Knowledge and Skills

- An understanding of the illegal wildlife trade and global capacity building.
- Strong time management skills.
- Strong attention to detail, especially regarding logistics and administrative tasks.
- Excellent communication, writing, and interpersonal skills.
- Open-minded and adaptable to new approaches and changing priorities.
- Ability to work well independently and collaboratively on multiple projects simultaneously, with a wide variety of stakeholders and within a dispersed team that includes both Wildlife Justice Commission and non-Wildlife Justice Commission staff.
- Cultural competency; interested in and understanding of different cultures.
- Excellent spoken and written English (required); additional language fluency is desirable, particularly French and Portuguese.
- Computer proficiency (Microsoft Office, Adobe, Survey Monkey); experience in online learning platforms (Teach:Able, Google Classroom, TalentLMS, etc.) preferred.

Education and Experience

- At least 3 years' experience in a similar role or a related field, including meaningful experience coordinating complex international training events and supporting curriculum development.
- Bachelor's degree in relevant field (life or social sciences, environmental studies, etc.); Master's degree strongly preferred.

We offer

- A contract for 32 or 40 hours per week for a period of 12 months, with possible extension.
- The position is remote, but travel to the Wildlife Justice Commission Hague Headquarters will be required.
- An international environment working in English.
- Competitive employment conditions.
- A chance to make a difference.





Wildlife Justice
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Looking to make a difference for wildlife?

Please email your CV and motivation letter in English by email only to careers@wildlifejustice.org. Resumes without motivation letters will not be considered. Should you have any questions about this position, please email us at this address. Please indicate “Capacity Building Program Coordinator” in the email subject line.

The Wildlife Justice Commission is an equal opportunity employer dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. To support our objectives, the Wildlife Justice Commission employs staff of many nationalities, cultures, languages, and opinions. This international and diverse character is one of the core values of the organisation, and we therefore seek to sustain and strengthen this diversity, and to ensure equal opportunities as well as an inclusive working environment for our entire workforce.

Deadline to submit applications: 7 October 2022

Please note that only short-listed candidates will be contacted.

