

IAATO Environmental Manager

Job Announcement

The International Association of Antarctica Tour Operators is seeking a full time Environmental Manager. This is an exciting opportunity, to play a key role within the organization, and support safe and environmentally responsible tourism to Antarctica.

Key Responsibilities:

- Work with Executive Director, Members and Secretariat to support safe and environmentally responsible field operations in line with the Association's mission statement and strategic plan.
- Maintain, review, and, where necessary, develop systems to support the key day-to-day running of the environmental and operational aspects of the Association.
- Represent IAATO at national and international meetings, building relations with key stakeholders throughout the wider Antarctic community.

Key Duties:

- Develop the environmental and operational guidelines/operating procedures as needed and coordinate review of existing guidelines.
- Work with various IAATO committees and working groups on the development of enhanced operational and environmental practices.
- Prepare and review seasonal documents, including analysis of tourism statistics, updates of operational information during the season, etc.
- Coordinate work that supports Member's field staff training, including managing the IAATO Field Staff Online Assessment program.
- Work with Executive Director and Communications Assistant to develop key messages for website, media and articles, as needed.
- Provide advice to Members on operational issues, as needed.
- Assist in meeting preparation, including compilation of briefing notes for IAATO delegates to external meetings, papers and proposals for annual meeting, etc.
- Assist with /or write information and scientific papers.
- Other administrative and essential tasks as needed.

Position Details:

- Full time, salaried position with benefits.
- Base salary USD 60,000 per annum. Expenses related to approved travel and communications to be reimbursed.
- International travel will be required.
- Reports to the Executive Director.
- Can be based in a home office in any location situated within 5hrs of UTC, though preferably in UK or Rhode Island, USA.

Essential Skills:

- Antarctic experience, either tourism or scientific related.
- Good knowledge of polar tourism.
- Environmental management experience.
- Tertiary education in a related field.
- Excellent interpersonal skills and a good team player, while capable of being self-motivated when working remotely.
- Fluent in written and spoken English.
- Excellent verbal and written communication skills – particularly in public speaking.
- Excellent organizational skills, with attention to detail.
- Extensive computing skills including PowerPoint and web-based skills.

Desirable Skills:

- Experience in working in international environments and with remote teams.
- Peer reviewed published scientific papers on related topics.
- Teaching or communication experience.
- Language skills other than English are a benefit.

Applications:

Please submit CV / résumé and cover letter (or covering email) explaining your motivation for the job to iaato@iaato.org with “Environmental Manager” and applicant’s name in the subject line. Please include the names and contact details of three references in the cover letter.

Closing date: 8 October 2014

Tentative start date: 10 November 2014

For further information about the position, please email Janeen Haase (jhaase@iaato.org)

Organization Overview:

The International Association of Antarctica Tour Operators (IAATO) is a member organization founded in 1991 to advocate and promote the practice of safe and environmentally responsible private sector travel to the Antarctic. A non profit 501(c)(6) organization based in Newport, Rhode Island, USA, IAATO has more than 100 member companies across the globe. Additional details can be found on line at www.iaato.org.

As a self-regulating trade organization, IAATO assists its members manage and coordinate tour activities in Antarctica, providing an online and central office resource for all its members. Comprehensive operational guidelines and procedures are stored on the website for use and downloading by members. Regular updates and information are shared with members throughout the year. IAATO encourages the highest possible operating standards for member-companies by providing them with the information needed to assist them to conduct safe and environmentally responsible operations in Antarctica.

IAATO is an Equal Opportunity employer, and does not discriminate on the basis of age, race, gender, religion, or sexual orientation.