

Position announcement

Administrator, Gunung Palung Orangutan Conservation Program

The Gunung Palung Orangutan Conservation Program (GPOCP) is a 501(c)(3) non-profit organization that supports efforts to protect the orangutan and its habitat in and around Gunung Palung National Park in western Borneo, Indonesia. For the past ten years, GPOCP has been working in local schools and with local communities to develop conservation awareness in the area. We are currently in a period of growth, with a new Environmental Education Center being built adjacent to the park, to supplement our main office in the regional center of Ketapang. For more information see our website: www.savegporangutans.org.

GPOCP is seeking an Administrator to assist the Executive Director, Field Director, and Board of Directors in carrying out all USA-based activities that make our programs abroad possible. The position is half-time (averaging 20 hours/week), with the possibility of expansion to a full-time position. Salary is dependent on experience. Work can be based out of a home office in the Boston, Massachusetts (USA) area.

Duties include:

- Assisting with grant writing, grant management, and identifying new sources of funding
- Updating GPOCP's website and producing fundraising materials
- Managing communications between Borneo-based and USA-based personnel
- Managing receipts and accounts and producing financial reports
- Performing general administrative tasks

The ideal candidate will have:

- Strong organizational skills and must be able to work with minimal supervision
- Background in non-profit management, including fundraising experience with foundations and major donors and grant writing
- Experience building and maintaining websites
- Strong financial skills, including experience in accounts management
- General computer fluency, knowledge of FileMaker and Quickbooks software strongly preferred
- Experience with and/or interest in conservation issues, particularly with great apes and/or environmental issues in Indonesia
- Proficiency in Bahasa Indonesia a plus

To apply, please send a cover letter and resume to Elizabeth Johnson, etinsley24@gmail.com, with "GPOCP Administrator" in the subject line of your email by October 31, 2009. Applications will be reviewed on a rolling basis.

GPOCP is an equal opportunity organization.