



Position Title: Communications Assistant (“CA”)

Background:

The Belize Fund for a Sustainable Future (Belize Fund) is a private conservation trust fund established on March 8, 2022, through the Conservation Funding Agreement under the Blue Bonds to support government and non-government partners, focused on Belize’s coastal and marine resources. The Belize Fund disburses grants to non-government partners involved in conservation efforts, scientific research, climate change adaptation activities and blue businesses. It also allocates funding to the Government of Belize to implement and achieve its conservation commitments. The Belize Fund works as a partner with the Government of Belize to ensure long-term sustainable financing for a resilient and vibrant blue economy for our country and people.

Its mission is: To create a transparent and inclusive financing mechanism that is successfully mobilizing investments for the conservation and responsible development of Belize’s marine and coastal resources.

To support the implementation of its strategic communications and outreach activities, the Belize Fund seeks a proactive and creative Communications Assistant to work closely with the Communications Officer to execute daily content development, social media management, multimedia production, and administrative support tasks.

Key Responsibilities of the role:

Under the supervision of the Communications Officer, the Communications Assistant will be responsible for assisting with day-to-day communications activities, with a strong focus on content creation, social media management, and digital media support. Duties will include, but are not limited to:

Content Creation & Multimedia Support

1. Support the development of creative and engaging content for the Belize Fund’s digital platforms, including graphics, videos, captions, stories, and reels.
2. Assist in producing and editing short-form videos and photo compilations using Canva, Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro), or similar tools.
3. Capture, catalog, and maintain a media library of high-quality photos and videos from Belize Fund-supported events, site visits, and partner activities.
4. Assist with developing and formatting presentations, factsheets, newsletters, and other visual materials as required.

Digital & Social Media Management

5. Help maintain and update the Belize Fund’s website
6. Manage social media platforms (Facebook, Instagram, LinkedIn, YouTube).
7. Monitor engagement, track social media metrics, and prepare performance reports.

8. Draft and schedule posts to align with the communications calendar and strategic priorities.
9. Respond to general inquiries and messages received via social media and digital channels.

Administrative and Operational Support

10. Assist in the coordination and promotion of events and activities, including press conferences, panel discussions, and grantee site visits.
11. Maintain updated media contact lists, stakeholder directories, and photo/video databases.
12. Help track communications deliverables and support logistics for printing, photography, and vendor coordination.
13. Provide proofreading and formatting support for documents and reports.
14. Maintain organized digital folders for communications files and creative assets.

Other Duties

15. Participate in team meetings and contribute ideas for communications campaigns and storytelling.
16. Support internal communications activities such as staff updates and meeting presentations.
17. Any other tasks as may be assigned by the Communications Officer to support the overall mission of the Belize Fund.

Minimum qualifications:

All candidates for this position must provide evidence of the following skills and abilities:

- Associate's degree or higher in communications, graphic design, journalism, marketing or a related field.
- At least 3 years of experience supporting communications, digital content, or multimedia production.
- Proficient in graphic design tools such as Canva; familiarity with Adobe Creative Suite is highly desirable.
- Demonstrated ability to edit and produce short videos for social media (e.g., using Premiere Pro, Canva, CapCut, or similar).
- Excellent written and verbal communication skills.
- Understanding of social media trends, engagement strategies, and analytics.
- High level of organizational skills, attention to detail, and ability to meet deadlines.

Desired Qualifications:

- Experience working in or familiarity with environmental or conservation-focused organizations.
- Experience managing social media accounts or contributing to digital campaigns.
- Photography or videography skills are an asset.
- Interest in conservation, sustainability, climate change, or the blue economy.
- Comfortable working in a small team and fast-paced environment.

Remuneration:

Commensurate with the selected candidate's experience and suitability for the role.

To Apply:

Submit the following documents electronically to jobs@belizefund.bz by **August 8, 2025, by or before 2:00 PM**, with the subject line: **Communications Assistant**:

1. **Cover Letter** (no more than one page), addressed to the Executive Director, Belize Fund.
2. **Curriculum Vitae (CV)** highlighting relevant experience and skills.
3. **Portfolio of Work** that demonstrates your communications and digital media competencies. Please include:
 - At least **four writing sample**, such as a blog post, press release, social media caption set, or newsletter excerpt.
 - At least **two design samples**, such as graphics or layouts created using Canva, Adobe Illustrator, or similar tools.
 - If available, **one short video sample** you filmed or edited, or a link to a video reel.
4. **Contact information for two (2) professional references. Please note: A police record will be requested upon acceptance of offer.**

Incomplete applications will not be considered. Only shortlisted candidates will be contacted for an interview.

Application deadline:

8th August at 2:00 pm.

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