

Terms of Reference

CTC Center for Marine Conservation Facilitator

About Coral Triangle Center (CTC)

The Coral Triangle Center (CTC) is a foundation based in Bali with a regional scope and global impact. CTC works closely with local communities, the private sector, governments, and partners to strengthen marine resource management in the Coral Triangle to protect coral reef ecosystems and ensure sustainable livelihoods and food security. CTC supports on-the-ground conservation in Nusa Penida in Bali, Banda Islands in Maluku, and Atauro in Timor-Leste.

Coral Triangle Center is developing its Center for Marine Conservation (CMC) in Bali, an integrated learning space for training programs, outreach activities, and artistic and cultural performances to influence millions of people to care for our oceans and those that depend on it. CTC leads regional learning networks of women leaders, local government executives, and marine protected area practitioners in Indonesia, Malaysia, the Philippines, Papua New Guinea, Solomon Islands, and Timor-Leste. CTC is also a certified training center of Indonesia's Government - Ministry of Marine Affairs and Fisheries (MMAF) and an official partner of the Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF).

Essential Functions

The CMC Facilitator Support plays a key role in supporting the daily operations of the Center for Marine Conservation. This position is responsible for visitor engagement, operational support for CTC Escape Rooms, cashier and booking systems, logistics, reporting, and general facility support, working closely under the supervision of the CMC Manager.

Reporting and Coordination Lines

The CMC Facilitator will report directly to CMC's Manager, he will coordinate with the Communications team and other team members in achieving CTC goals.

Key Responsibilities

The CMC Facilitator will be mainly responsible for the following:

- Assists the Center team on the daily operation of the CTC Center for Marine Conservation (CMC);
- Supports the operations of the CTC Escape Rooms, as a Game Master, including but not limited to ensuring good hospitality and functionality of the Escape Rooms, manages guests, and facilitates and monitors games;
- Hosts CMC's visitor, promotes house tours, and delivers educational messages to the visitor under the Center team's supervision;
- Welcomes CMC's visitor and responsible for managing the receptionist desk and updates the CMC's visitor data;
- Assists in the Fun Learning activities and other products in the Center or off-site (field trips), including online activities;
- Responsible for managing Dive Pool booking activities, including reservation coordination, scheduling, participant communication, and administrative documentation;

- Responsible for ensuring the smooth implementation of the CMC Adoption Product, including administrative processes, coordination with related parties, and field implementation activities;
- Assists the sales & marketing staff in promoting the CTC Center for Marine Conservation by designing the marketing collaterals under Comms team supervision;
- As needed, supports the product development process of educational projects at CTC Center for Marine Conservation (CMC);
- Work under the supervision of the CMC Manager to ensure that tasks are completed in an efficient and timely manner.

Required Skills & Knowledge

- Minimum Diploma 3 (D3) Tourism graduates/Marine Science and/or any related fields are preferred;
- Knowledge of marine conservation and/or sustainable fisheries issues is a plus;
- Knowledge and skills in interpretive, multimedia design, marketing, and video editing software is a plus;
- Good communications and interpersonal skills;
- Proven ability to work in a multicultural environment;
- Able to deliver assigned tasks in a timely manner;
- Demonstrate good English skills.

Working Conditions/Physical Efforts

- May require evening and weekend work to achieve CMC's goals;
- Involves trips to the field to assist the guest (visitor) *when needed*;
- Ability to work effectively under pressure and meet deadlines.

How to Apply:

- This position will remain open until filled. However, applications will be reviewed on a rolling basis and the selection process may proceed as applications are received. Therefore, interested candidates are encouraged to submit their applications at the earliest opportunity.
- Interested candidates shall submit their application to: hrecruitment@coraltrianglecenter.org with subject email: CMC Facilitator – [your name]
- The application should be in doc. / docx. / pdf., with file name:

[your name] – Cover Letter – CMC Facilitator

[your name] – CV

- Please do not attach unsolicited documents due to our mailbox space limitations
- Amendments to the position's scope of work may be made during the period of the engagement as required.
- Only short-listed candidates will be notified for interviews

Coral Triangle Center is an Equal Opportunity Employer