



Job Announcement

**Director of Training & Education
The International Ecotourism Society
Washington, DC USA**

The International Ecotourism Society (TIES) is hiring a new Director of Training and Education to be based in its Washington, DC headquarters.

Founded in 1990, TIES is the largest and oldest ecotourism organization in the world. It currently has members in more than 90 countries. The organization's membership includes academics, consultants, conservation professionals and organizations, governments, architects, tour operators, lodge owners and managers, general development experts, and ecotourists. As a non-governmental organization, TIES is unique in its efforts to provide guidelines and standards, training, technical assistance, research and publications to foster sound ecotourism development. For more information about TIES, please visit www.ecotourism.org.

TIES is currently housed with the Center on Ecotourism and Sustainable Development (CESD), which is jointly sponsored by the Institute for Policy Studies and Stanford University. Some of the TIES staff also work part time with CESD.

Responsibilities include:

Program Management

- Managing all aspects of workshops, distance learning courses, field and classroom courses, and training programs, including curriculum development, identification of potential client needs, and event coordination
- Marketing and sales of TIES publications in conjunction with course, workshop and/or course offerings
- Organizing and managing TIES' Experts Bureau, an online listing of TIES members who want to be instructors, consultants, or speakers
- Coordinating speaking engagements for TIES staff
- Overseeing publications development

Program Development

- Solicitation and evaluation of potential TIES projects and joint initiatives with other organizations and individuals related to Training and Education
- In conjunction with Executive Director, developing project proposals for, and/or responding to requests for proposals from, foundations, international agencies, and other funders
- Developing marketing strategies and promotional materials for both classroom/field-based and distance learning courses
- Overseeing collaborations with other academic institutions and developing new partnerships for promoting courses

Other Duties

- Overseeing TIES' Online Store and Library
- Managing website content and liaising with our web development company to troubleshoot & solve problems as they arise

The Director of Training and Education will work closely with the rest of the TIES staff, especially the Executive Director, as well as the Director of Membership and Communications. Ability to work collaboratively is essential.

Skills required:

- Knowledge of ecotourism and sustainable tourism
- At least 2 years experience in training (running workshops, curriculum development, etc.) plus preferably experience in marketing, sales, public relations or related field
- Excellent administration, management and organizational skills
- Extensive knowledge of computers – Microsoft Office and Internet
- Strong communication skills and excellent writing ability
- Fluency in English
- Bachelor's degree or higher

Skills desired/preferred:

- Working experience in tourism, ecotourism, international development or conservation
- Familiarity working internationally with diverse organizations, such as government, non-profit, and the tourism industry is recommended
- Working knowledge of Spanish and/or other languages
- Proficiency in Adobe Creative Suite software (Photoshop, InDesign, Illustrator, Acrobat) or other graphic design software

Non-US citizens must have valid visas to work in the United States.

Salary: \$35,000 with good benefits.

Please submit a cover letter, resume, relevant samples of work, and three references with contact information to (no phone calls please):

The International Ecotourism Society
ATTN: Employment
1333 H Street, NW
Suite 300, East Tower
Washington, DC 20005, USA

employment@ecotourism.org
Fax: +1-202-789-7279

Closing date: March 17, 2006