



## IUCN SSC Bear Specialist Group Program Officer

**Job Title:** IUCN SSC Bear Specialist Group Program Officer

**Location:** Remote/work from home

**Employment basis:** Consultant

**Full/Part-time:** Part-time February 2025 – January 2026, 16-20 hours per week

This position is subject to a 90-day probationary period with a review expected to take place in July 2025 for 2025-26 deliverables with potential for making this a full-time role from 2026 subject to mutual agreement and funding availability.

**Who we are:** The Bear Specialist Group (BSG) is a volunteer conservation organization under the International Union for Conservation of Nature (IUCN). The IUCN is the largest conservation organization in the world, composed of a network of governmental and non-governmental organizations. Within the IUCN, the Species Survival Commission (SSC) collects, assesses, and disburses information on the status and threats to each individual species, and works to enhance their conservation. Within the SSC are 130 taxon-specific “Specialist Groups”, each composed of volunteer species experts, including 2 groups that deal specifically with bears. The [Polar Bear Specialist Group](#) focusses only on polar bears, whereas the [Bear Specialist Group](#) promotes conservation of the 7 species of terrestrial bears. The BSG has ~250 members, representing 61 of 66 bear range countries in Asia, Europe, North and South America. We have 11 “Expert Teams” focusing on [individual species](#) and various [conservation-related topics](#).

**Summary of the role:** The BSG Program Officer will work closely with the BSG Chair(s), and BSG Expert Team Co-chairs (1) to strengthen communication and networking within BSG membership, and between BSG and other entities (e.g., collaborators, governments, NGOs, media, funders) to support delivery of quadrennium targets, and (2) to directly contribute to activities conducted by the BSG designed to benefit the conservation of the world’s 7 terrestrial bear species.

### Key Responsibilities:

- **Membership:** register new members and maintain up-to-date membership list
- **Communication:** assist or lead social media; edit newsletter articles; solicit and post new content on website; help coordinate responses to media requests
- **Meetings:** conduct Doodle polls for virtual meetings; send Zoom links and reminders; take minutes
- **Surveys:** help create membership surveys; send surveys to membership (e.g., Google Forms); clean database of responses; create summary statistics and graphics
- **Quadrennial targets:** help formulate quadrennial targets; keep track of progress and prod and assist where needed
- **Expert Team projects:** help coordinate [Asian bear mapping project](#) by interacting with team members and other participants; help coordinate Andean bear mapping and rangewide priority setting; help advance [Sun Bear Conservation Action Plan](#) (e.g., import indicators and task updates into [Miradi Project Management system](#)); help with technical details on creation of Asian Bear Monitoring modules (e.g., videos).
- **Fundraising:** help select projects to promote for funding; help coordinate funded projects to ensure that targets are being met; help identify and communicate with target donors (including AZA SAFE programs for Andean bear and Sloth bear, and possibly new Sun bear SAFE); communicate with funders on project activities and media exposure; support members submitting grant applications.

- **Reporting:** help create annual BSG report to SSC; help create reports to funders; help create outreach documents for general public
- **Conservation Planning:** help organize and prepare materials for new national or regional conservation action plans (if any).

*The above job description contains the main duties and responsibilities for this position. However, the Bear Specialist Group Program Officer is expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them, but which are not part of their defined job description.*

### **Qualifications**

- Education: minimum Bachelor level degree (Masters preferred) in conservation biology, zoology, ecology, environmental science, social science, or related field.
- Work experience: 2 years of relevant work experience (not necessarily related to bears).
- Relationship skills: ability to work as part of a team; confidence in interacting with experts and external partners; ability to facilitate discussions towards shared outcomes with sensitivity to multicultural approaches and conflicting viewpoints.
- Project management skills: experience with planning and project implementation.
- Technology skills: Advanced and competent user of standard word processing, spreadsheets, presentation and database software, and electronic communication; competence in GIS within 6 months of hire.
- Language: fluency in English; fluency in other languages and competence at public speaking would be an advantage.

### **Personal Specifications**

- Enthusiastic interest in conservation, and confidence that it fundamentally works.
- Strong appreciation for and understanding of the reliance of conservation on rigorous science.
- Self-motivated to accomplish tasks and produce high-quality products.
- High attention to detail and accuracy.
- Ability to multitask, and meet tight deadlines.
- Effective interpersonal and organisational skills.
- Excellent written and oral communication in English.
- Ability and desire to work in a diverse, multicultural global team to tackle complex issues.
- Eagerness to expand personal knowledge and adapt to new challenges.
- Ability to travel and to work flexible hours.

**Salary:** \$12,000 USD per year net (\$24,000 USD pro rata) plus benefits

### **Reporting to:**

1. IUCN SSC Bear Specialist Group Chair(s), with regular interaction with BSG Leadership and Expert Team Co-chairs (see: <https://www.globalbearconservation.org/About>)
2. [Free the Bears](#) Senior Management Team for administrative issues

### **Additional benefits:**

Health insurance (value \$1500 USD per annum)

Monthly phone/internet data allowance (value \$240 per annum)

Per diem stipends provided for approved travel (approx. \$1500 USD for Year 1)

Registration CPSG “Facilitating Species Conservation Planning Workshops” \$300 USD

IUCN SSC BSG Membership



**How to Apply:**

Send cover letter (email) expressing interest and highlighting qualifications (especially work experience) and duration of availability, with CV attached to:

Dave Garshelis, Chair, Bear Specialist Group

[Dgarshelis.bsg@gmail.com](mailto:Dgarshelis.bsg@gmail.com)

Use subject line: **BSG Program Officer**

**Deadline: January 31, 2025**