Conservation Programs and Enterprise Coordinator

at People For Wildlife

- Cairns, Queensland 4870
- Full-time: 1 year rolling contract
- $85,000-$105,000 per annum, including superannuation, depending on experience
- Periodic travel to project sites in Australia and southern Africa
- Reports to Executive Director

About People For Wildlife

People For Wildlife combines scientific research, conservation management, community partnerships and nature-based businesses to deliver benefits for biodiversity and people. Our research helps us understand species' biology and identify effective conservation management approaches, while our monitoring systems track project delivery and outcomes across our landscapes.

About the role

We are seeking a practical, organised, and adaptable person to help coordinate PFW's conservation activities, support our teams, and assist with developing nature-based businesses.

Working closely with the existing PFW team, you will help keep projects equipped, organised, and on track. Your work will include procurement, field logistics, permit and reporting coordination, policy administration, and recruitment support.

You will also assist with nature-based business activities, including researching markets, mapping supply chains, coordinating product development and testing, supporting local business partners, and communicating with buyers.

This is a hands-on coordination role, not a requirement to be an expert in every area. Senior staff and specialist advisers will provide direction on complex scientific, regulatory, employment, and commercial matters. We are looking for someone who can take ownership of agreed tasks, exercise sound judgement, and reliably follow things through.

We are as interested in crafting this role around the skills of candidates that apply as we are finding an exact match for the job description. Therefore, if you have skills that you consider are a good fit for a small conservation and wildlife science NGO, while possessing some of the core competencies of this role, then we encourage you to apply.

Key Responsibilities

- Coordinate operational support for conservation projects, including equipment procurement, supplier liaison, fieldwork logistics and equipment records, with periodic travel to assist field teams.
- Coordinate permit and animal ethics applications, renewals and reporting, working with scientists and project teams to obtain technical input, track approval conditions and meet deadlines.
- Assist with developing and implementing organisational policies and procedures across Australia and Africa, maintaining clear records and helping teams understand and meet relevant requirements.
- Support recruitment, onboarding and staff coordination, including maintaining confidential records, arranging training and assisting communication between geographically dispersed teams.
- Assist with developing nature-based businesses, including market research, supply-chain mapping, basic costings and business planning, product development and testing, regulatory requirements, and liaison with local producers and buyers.
- Support grants, fundraising and stakeholder relationships by identifying opportunities, assisting with proposals and budgets, coordinating reports and donor updates, and following up agreed commitments.
- Help prepare and share communications materials, presentations and project updates, coordinating appropriate review and representing PFW at meetings, workshops or conferences where suitable.
- Maintain project schedules and action records, follow up outstanding tasks and flag operational issues or compliance concerns to relevant managers.

Essential qualifications, experience and skills

- Relevant experience in project coordination, operations, conservation, natural-resource management, community development, small business or a related area.
- A relevant tertiary qualification, or an equivalent combination of practical experience and training.
- Demonstrated ability to organise varied tasks, manage deadlines, and maintain accurate records.
- Clear, professional writing skills and confidence preparing correspondence, reports and other documents.
- Experience coordinating activities involving multiple people, suppliers, or partner organisations.
- Competence with spreadsheets, shared document systems and standard office software.
- Practical problem-solving skills, initiative, and the ability to work independently on agreed tasks.
- Sound judgement about when to seek advice, escalate a concern, or obtain approval.
- Strong interpersonal skills and an ability to work respectfully with people from different cultural and professional backgrounds.
- Willingness to travel periodically and assist in remote field settings.
- A current driver licence and willingness to undertake relevant field-safety training.
- Rights to work in Australia and willingness to be Cairns-based.

Desirable qualifications, experience and skills

We do not expect applicants to bring every skill below. Experience in several of these areas would be valuable:

- Conservation or natural-resource management work in Australia or southern Africa.

- Equipment procurement, field logistics, or inventory management.
- Permit applications, animal ethics administration or compliance reporting.
- Recruitment coordination, onboarding or policy administration.
- Grant writing, donor reporting or fundraising support.
- Small-business development, product development or supply-chain coordination.
- Basic market research, product costing or financial administration.
- Working with Indigenous Peoples, local communities, or locally owned enterprises.
- Preparing communications materials or presentations.
- Manual-vehicle driving, four-wheel-drive training or remote-area first aid.

The person we are looking for

You enjoy making things work. You keep track of the detail, communicate clearly, and follow through on commitments.

You are comfortable moving between office-based coordination, practical project support and conversations with partners. You do not need to have done everything in this position description, but you should be willing to learn, ask sensible questions and take responsibility for delivering the tasks entrusted to you.

How to apply

Please submit the following via email:

1. A cover letter demonstrating your ability to fulfil the key responsibilities and requirements of the role.
2. A current resume or curriculum vitae.
3. Please provide contact details (name and phone number) of two referees.

Email: info@peopleforwildlife.org

Suitable applicants will be shortlisted and invited for an interview.

Deadline. 24.12.2026