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Intern Coordinator

- Full time 5 days/week
- Salaried position
- Approximately 8h per day
- 2 Weekly 4:30-6pm meetings
- Work March/April/December Holidays
- Pay on 15th and 30th of the month
- Competitive salary
- Medismart & additional benefits

We are looking for someone to help us make positive change by training international interns how to effectively share science with everyone. Internationally recognised for our novel approach to science translation, our team shares the incredible world of insects in a dynamic and compelling way. We need a charismatic and organized person who is obsessed with diversity to help us teach young biologists how to best share how cool our planet is! The MBG's is an inclusive, multicultural, workplace staffed by people obsessed with learning and sharing science, and we all really love cockroaches.

The Basics of the Job:

- Be consistently punctual and a hard worker
- Train with Director Bryna B and staff how we translate science
- Provide dynamic tours for our guests and help ensure that everyone who comes into the facility is happy with their experience.
- Recruit, interview and hire 25-30 international interns/year for a 10 week internship
- Manage with kindness and respect, a team of 2-6 incredibly diverse young adults with a multitude of different cultural normatives at a time
- Use the intern training manuals, rubrics and additional tools to guide them through the program
- Help keep the MBG's commitment to celebrating our planet's incredible diversity by keeping the MBG a safe and inclusive space. Free of discrimination for our staff, interns and guests, regardless of their gender, race, sexuality, self expression, culture or language etc...
- Practice a high level of organization. Fill out spreadsheets & documents about their training etc..., keep the calendar up to date, schedule interviews & talks/training by other staff
- Teach them about entomology and science translation using the manuals and tools provided
- Lead the interns by working with them to complete tasks such as gardening and maintenance.
- Assist with their integration into the workplace, intern group, and general community
- Help resolve interpersonal conflicts between interns, living and working together is hard
- Lead weekly evening meetings to address issues or changes, and hear questions and concerns
- Keep track of their food, make orders, coordinate deliveries, go shopping
- Ensure that interns are respecting the facility, its policies, regulations, and fulfilling expectations.
- Ensure that the safety of the interns and the workplace in general is always prioritized
- Manage the production and posting of social media content with the help of the interns.

Requirements (or equivalent experience):

- Able to commit for a minimum of 2 years
- Exceptional communication and public speaking skills
- Consistently punctual and able to lead by example
- Strong interpersonal and conflict resolution skills
- Proficiency in English and Spanish, spoken and written
- Excellent organizational and time management skills
- Significant experience with foreigners and/or time spent abroad
- Minimum 1 years experience in management, tour leading and/or teaching
- Basic knowledge of arthropods and comfort handling them
- Basic understanding of the evolutionary/geographical history of our planet
- A commitment to bettering our planet, & respect for all its incredible diversity
- First Aid (or willing to get)
- Ability to walk 5+ km in hilly terrain, do physically demanding jobs, lift 20kg
- Legally able to work in Costa Rica

Bonus points:

- Post-secondary education in a related field- Biology, Tourism, Social Sciences etc...
- ICT guide qualifications
- Experience in coordinating interns or students
- Valid Costa Rican driver's license
- Proficiency in Google Drive and related programs
- Knowledge of plants and animals of Costa Rica
- Aptitude for Gardening/Technology/Visual Arts/Fundraising/Community Activism

* While an in-depth knowledge of arthropods is not necessary to apply, you must have a strong desire to learn what is needed to be able to effectively do tours and teach the interns through guided independent study.

*We hire people not positions, the responsibilities of each employee is modified and refined based on what they do best, their skills & interests, and what they most enjoy doing.

To Apply:

- Send your cover letter & resume addressed to Bryna Belisle, in spanish or english via email to Monteverdebutterflygardens@gmail.com
- In your cover letter, please tell us why you want to work for the MBG as the intern coordinator, how your personality, skills, experience etc... make you stand out, and what goals you have working with us.
- Give us just your best, send a 1-2 page resume with the most relevant info
- No need to send copies of diplomas or certificates etc...

Only complete applications sent *via email* will be considered