

## **Argosaronic Environment Foundation (AEF)**

### **Job Opening: Marine Project Officer – Marine Programme**

#### **Purpose of the Role**

The Marine Project Officer – Marine Programme will play a coordination role in the design and delivery of AEF's Marine Programme across the Argosaronic region. The role combines project management, stakeholder liaison, and hands-on community engagement, and supports programme coordination, grantmaking support to grassroots and local organisations and liaison with partner organisations and institutions, with scope for increased responsibility over time.

#### **Basic Information**

- **Location:** Home/remote, based in Athens or the Argosaronic. Regular travel required.
- **Hours:** Full-time, flexible working depending on programme's requirements.
- **Contract:** One-year consultancy contract, with possibility of extension.
- **Fee range:** €22,000–€24,000 (gross), depending on experience.

#### **Key Responsibilities**

- Support the planning, coordination, and implementation of marine conservation projects, including timelines, logistics, monitoring, and reporting.
- Support grantmaking and capacity-building processes, maintaining regular communication with grantees and working with grassroots and local organisations to co-design feasible, well-aligned project activities.
- Liaise with local communities and work closely with local marine users and stakeholders (e.g. fishermen, schools, marine professionals, environmental associations, businesses and authorities) and support outreach activities, workshops, events, and awareness campaigns.
- Contribute to donor reporting, communications, and fundraising efforts, including inputs to project proposals and public-facing materials.
- Support collaboration with partner organisations, local authorities, and strategic partners, and represent AEF at relevant meetings and events related to the Marine Programme, as appropriate.
- Work collaboratively with the AEF team and contribute to other related activities as needed, in line with organisational priorities.

### **Qualifications**

- Background in marine, environmental, or related disciplines.
- Five years of relevant professional experience in environmental project management, preferably related to marine conservation and/or community engagement.
- Demonstrated experience in project management and reporting, including contributing to reports, project proposals, and communication materials.
- Strong organisational and communication skills, with the ability to liaise effectively with diverse stakeholders.
- Proficiency in MS Office applications.
- Fluency in Greek and English, written and spoken.
- Willingness and ability to travel regularly within the Argosaronic region.
- Valid driver's licence.
- Comfortable working remotely within a small team; proactive, adaptable, and well-organised.

*We recognise that experience is gained in different ways and will consider the relevance and depth of experience alongside years of professional practice.*

### **Desirable Qualifications**

- Experience working with NGOs and/or community-led initiatives.
- Familiarity with participatory project design, grantmaking, and/or capacity-building processes.

### **What We Offer**

- A meaningful hands-on role with scope to grow in responsibility within a small, mission-driven foundation.
- The opportunity to work closely with local communities and grassroots actors, supporting tangible environmental change.
- A flexible, remote-first working environment, with regular field-based work.
- Exposure to locally based conservation, grantmaking, partnerships, and fundraising, within a supportive team culture.

### **What to Expect**

- A dynamic, multi-faceted role combining coordination, fieldwork, and organisational support.
- Work across multiple islands and with diverse stakeholders and partners, at local, national, and international levels, within a dynamic and evolving context.
- A fast-moving mission-driven non-profit organisation environment, where flexibility and initiative are essential.



### **How to Apply**

Please send the following by **15 January 2026** to [daphne@argosaronicenvironment.org](mailto:daphne@argosaronicenvironment.org)

1. **CV**
2. **Short motivation letter** (maximum one page, in **both English and Greek**)

Subject line: Marine Project Officer – Marine Programme.

Applications reviewed on a rolling basis; shortlisted candidates contacted by end of January.

### **About the Argosaronic Environment Foundation (AEF)**

The Argosaronic Environment Foundation (AEF) works to protect and regenerate marine and terrestrial ecosystems across the Argosaronic region. As part of The Conservation Collective network, AEF supports locally driven initiatives through grassroots grantmaking, applied conservation, and community engagement, in order to strengthen the relationship between people and nature and deliver lasting environmental impact.