



Short Term Assignment

Interpretive Panels at El Mirador Archaeological Site, Selva Maya

**GUATEMALA
2023**

Opportunity

The U.S. Department of the Interior's International Technical Assistance Program (DOI-ITAP) is seeking experts to assist in the planning and design of new interpretive panels to be installed within and nearby the El Mirador archaeological site, located in Guatemala.

Needed areas of expertise include:

- Interpretive planning:
 - Participation in and/or leading planning efforts for interpretive media projects
- Interpretive writing:
 - Experience with research, writing, and editing interpretive text for exhibit panels, waysides, websites, and other similar products
- Layout and design:
 - Knowledge of basic graphic design principles and experience with designing visual media such as wayside exhibits, brochures, flyers, and exhibit panels. (Proficiency in Adobe InDesign, Photoshop, and Illustrator is desired.)
- Public engagement and outreach at local, national, and/or international levels
 - Experience with planning outreach events and deploying strategies to engage and maintain relationships with stakeholders from a variety of backgrounds

Preferred:

- Spanish language skills:
 - Reading, writing and conversational
- Previous international experience, particularly with protected areas in other countries
- Ability to work with and adapt to the needs and abilities of agencies and professionals of different ethnic or cultural groups

BACKGROUND

DOI-ITAP provides assistance to foreign countries on subjects of Departmental expertise on a reimbursable basis (i.e., without appropriated funds). The program is currently operating across the globe with support from organizations such as the U.S. Agency for International Development (USAID), the State Department, the Inter-American Development Bank, and the Millennium Challenge Corporation. DOI-ITAP has managed multi-partner projects in over 50 countries since 1995.

DOI is a world leader in the management of natural resources. With its depth of applied knowledge, DOI provides technical assistance to countries around the globe in all aspects of protected area management and conservation. Since 2000, DOI-ITAP has worked closely with the United States Agency for International Development (USAID), the State Department, the Government of Guatemala (GOG), key non-governmental organizations, and local communities to help strengthen protected area management in the MBR and other critical areas of Guatemala.

The Maya Biosphere Reserve (MBR), commonly referred to as the Selva Maya, is a tri-national forest spanning Guatemala, Belize, and Mexico, and is the largest tropical forest north of the Amazon. This area contains extraordinary biodiversity and hundreds of ancient Maya sites, which are managed to balance conservation and sustainable income for the area's rural inhabitants. Growing criminal activity in this region (e.g., trafficking of drugs, people, wildlife, and timber) and illegal human settlements and cattle ranching, combined with the impacts of climate change and associated wildfires, impair this natural and cultural heritage and its economic potential — especially for local and indigenous communities.

DOI-ITAP implements a program for the Selva Maya in Guatemala, Belize, and Mexico to strengthen protected area management, environmental governance, and local community engagement. The Foundation for Anthropological Research and Environmental Studies (FARES) is an NGO dedicated to conducting scientific research on ancient Maya societies and their environments, focusing its efforts on the El Mirador archaeological site and its surrounding area in northern Guatemala. The organization is committed to scientific investigations utilizing multi-disciplinary cultural and environmental data for the conservation and development of threatened areas, and to promoting education and vocational training in local communities. In 2008, DOI-ITAP worked with FARES archaeologists and other staff and advised on the planning and design of five new interpretive panels that showcased the cultural and natural highlights of this area. DOI-ITAP also supported the construction of these panels and their delivery to the site, and FARES installed them. These panels are still in place and in excellent condition.

This assignment is to plan, design and build a number of additional panels, working with the FWS Interpretive Specialist who worked on the original set of panels.

ASSIGNMENT

This assignment to help plan, design and author educational panels on the topics of cultural and natural heritage includes studying the site's layout for planning of installation, as well designing the panels themselves in terms of text, graphics, and materials.

This assignment to plan, design, and build additional panels will include one trip to El Mirador, which takes approximately 4-5 days to hike in and out of due to its remote jungle location.

SCHEDULE

Initial work will be virtual and is expected to begin in the fall of 2023, with possible travel taking place in subsequent months, depending on climatic conditions to access the archaeological site and other factors.

PRE- AND POST-TRIP DUTIES

Travel will likely be required for this assignment, to be confirmed. All travel and in-country logistics will be handled by DOI-ITAP and/or our in-country counterpart. DOI-ITAP team members will be provided with background and orientation materials.

The selected individuals will be expected to work in collaboration with DOI-ITAP project managers on the preparation of materials and follow-up via phone and email to discuss technical aspects of the project. Three weeks following any travel, the team will provide DOI-ITAP managers a brief report of trip events,

evaluations made, and recommendations for future actions. NPS and USGS travelers will also submit this report to their respective Offices of International Affairs/Programs.

COSTS

DOI-ITAP will cover all costs associated with this assignment (e.g., round-trip airfare, lodging, meals, travel insurance, immunizations, official passport and visa fees, per diem, etc.). DOI team member salaries will be paid by their respective employing DOI agency for the duration of the assignment.

APPLICATION REQUIREMENTS

Competitive applicants for this assignment will:

- Demonstrate advanced technical expertise in one or more of the areas listed;
- Have experience collaborating with a multi-disciplinary team;
- Demonstrate some experience or knowledge of cultural heritage and its relation to international conservation, preferably in the Northern Central America or Southern Mexico regions;
- Have demonstrated experience in project development with stakeholder input;
- Preference given to current or retired employee of DOI. Employees and retirees of other agencies are also encouraged to apply;

If you are selected for this assignment, you will be responsible for obtaining your supervisor's approval to participate, as well as additional approvals up your supervisory chain of command as necessary (see below).

HOW TO APPLY

Please send a resume and cover letter summarizing direct, relevant work experience to Selva Maya Project Manager, Sarah Fanelli (sarah_fanelli@ios.doi.gov). The materials should be sent as one document (preferably a PDF) with the file name "FULL NAME_BUREAU_JOB TITLE_Mirador"

If you are selected for this assignment, you will be responsible for obtaining your supervisor's approval to participate, as well as additional approvals up your supervisory chain of command as necessary (see below).

Upon selection, candidates may be required to submit a current physician-signed letter or medical review indicating fitness for duty.

Applications should be submitted as soon as possible but **no later than October 15, 2023**. Applications will be reviewed on a rolling basis.

All applicants must secure approval from their supervisors to apply for an ITAP assignment. Supervisors will then adhere to their Bureau requirements for any further approvals required by the Bureau. All NPS, BOR, and BLM applicants must copy their International Affairs POCs when they submit their applications to ITAP. A complete list of those POCs follows. In addition, NPS and FWS-OLE require the following:

- o All NPS applicants should also copy their applications to Rudy D'Alessandro (rudy_dalessandro@nps.gov) in the NPS Office of International Affairs.
- o If you are employed with FWS/OLE, please do not respond to this recruitment. FWS/OLE recruitment for ITAP assignments are being handled through FWS/OLE HQ.

Bureau	Contact	Email	Telephone
BIA	Joaquin Gallegos	joaquin_gallegos@ios.doi.gov	
BLM	David Howell	dohowell@blm.gov	503-884-6626
BOR	Omero Martinez	omartinez@usbr.gov	202-513-0557
BOR	Jeff Morris	jmorris@usbr.gov	303-445-3373

FWS	Lillian Moore	lillian_moore@fws.gov	703-358-2587
BSEE	Julie Fleming	julie.fleming@bsee.gov	202-208-3827
NPS	Rudy D'Alessandro	rudy_dalessandro@nps.gov	202-354-1805
BOEM	Emily Lindow	emily.lindow@boem.gov	202-513-0825
OSMRE	Sterling Rideout	srideout@osmre.gov	202-208-2868
USGS	Kevin Kunkel	kkunkel@usgs.gov	703-648-6206
ONRR	Chris Mentasti	chris.mentasti@onrr.gov	202-513-0614
OS	Tabitha Anderson	tabitha_anderson@ios.doi.gov	202-208-3624
OWF	Amy Krause	amy_krause@ios.doi.gov	202-570-2233
DOI Passports and Visas	Tiffany Cephas	passports@ios.doi.gov	202-208-5292
DOI Passports and Visas	Crystal Franklin	passports@ios.doi.gov	202-208-5292

Please note that ITAP travel does not require use of bureau charge cards and will not count towards bureau 'travel caps'.

APPLICATION PROCESS

A short list of candidates will be interviewed via MS Teams. All candidates will be notified of the results of the selection process by email. **The position is open to all applicants that meet the stated requirements. If applicants do not receive an email acknowledgement of receipt of their application, please inquire with the Project Manager listed above.**

QUESTIONS: Please contact Sarah Fanelli, DOI-ITAP Project Manager for Latin America and Caribbean, at: sarah_fanelli@ios.doi.gov.