



**TREE
FOUNDATION**
**TRUST FOR ENVIRONMENT EDUCATION, CONSERVATION &
COMMUNITY DEVELOPMENT**

Dr. Supraja Dharini, Ph.D.,
Chairperson

Appointment Letter

Dear **Ms. Infinita Miranda,**

Greetings from the TREE Foundation. We are happy to have you join TREE Foundation in the position of **Community Coordinator** at Goa, for the project titled, “**Community-Based Marine Ecosystem Conservation**”.

Job Summary: Reporting to Program Coordinator, your roles and responsibilities will include:

- 1. Awareness Programmes to Fishing Communities:** Conducting awareness programs, designing survey sheets, leaflets and posters for the ghost net program and accompanying the survey team on boat if necessary for the Ghost net retrieval program.
- 2. Community-Based Sea Turtle Conservation and Marine Mammal Conservation:** Addressing stranding, compilation of marine megafauna data and assisting the program coordinator in the preparation of activity reports for Goa.
- 3. Overseeing Educational Outreach and Awareness Programs:** Supporting the Program Coordinator in organizing TREE Foundation’s annual events, awareness programs and stakeholder conservation meetings and all other program activities
- 4. Designing Materials and Event Management:** Assisting the Program Coordinator in designing /checking the biodiversity educational and event material and overseeing all TREE Foundation’s conservation, educational and community development meetings and workshops.

As the Community Coordinator you will be receiving a salary of **Rs. 30,000 (Thirty Thousand Rupees including HR and travel allowance)** and will serve a probationary period of 12 months from the date of your joining, though we look forward to you working with TREE Foundation long term. Look forward to you joining TREE Foundation at the earliest.

Sincerely

05-08-2024

Dr. Supraja Dharini,
Founder and Chairperson,
TREE Foundation.