

Terms of Reference (ToR): Part-Time Administrative & Programmatic Support

Location: South Africa (remote, with potential in-person engagements)

Position Type: Contractor Part-Time (hours and schedule to be agreed upon)

Start Date: January 1, 2026

Duration: Initial duration 12 months, option to extend for 24 months subject to performance/satisfaction

Pay: R250-350 per hour based on experience and qualifications

Hours: 10 hours per week

Background

Led by legendary oceanographer Dr Sylvia Earle, Mission Blue™ is uniting a global coalition to inspire an upwelling of public awareness, access and support for a worldwide network of Hope Spots® - special places that are important to the health of the ocean. Under Dr Earle's leadership, the Mission Blue team implements communications campaigns that elevate Hope Spots to the world stage through documentaries, social media, traditional media and innovative tools like Esri ArcGIS.

Currently, the Mission Blue alliance includes more than 200 respected ocean conservation groups and like-minded organizations, from large multinational companies to individual scientific teams doing important research.

Additionally, Mission Blue supports the work of conservation NGOs that share the mission of building public support for ocean protection. With the concerted effort and passion of people and organizations around the world, Hope Spots can become a reality and form a global network of marine protected areas large enough to restore the ocean, the blue heart of the planet.

Mission Blue is looking to build internal capacity by contracting a part-time Administrative and Operations Support with an area of focus on the South Africa, Mozambique and Kelp Initiatives.

This role will play a critical part in supporting the smooth running of our initiatives by taking on key administrative, operational, and programmatic tasks. The position is ideal for a detail-oriented and marine-passionate individual who thrives in a dynamic, mission-driven environment.

Scope of Work

The part-time Administrative & Programmatic Support person will be responsible for:

Administrative & Operational Support

- Day-to-day administrative tasks to support the South Africa, Mozambique, Kelp Initiatives and other projects
- Scheduling and calendar coordination for workshops, meetings, and team check-ins
- Organizing logistics and managing documentation for in-country workshops and events
- Maintaining organized digital filing systems and internal databases

Micro-Grant & Budget Support

- Coordinating the application and review process for micro-grants
- Supporting grant management including tracking budgets, disbursements, and reporting timelines
- Assisting with compiling financial reports and supporting documentation

Programmatic Support

- Supporting Hope Spot Champions with communication, coordination, and light reporting
- Contributing to article writing and story development for Mission Blue's platforms
- Conducting desktop research to inform storytelling, campaigns, and regional initiatives
- Supporting monitoring, evaluation, and reporting processes

Desired Profile

We are looking for a self-motivated, reliable, and enthusiastic team member with the following:

Qualifications and Experience

- Based in South Africa, with the ability to work remotely and manage your own time
- Background in marine science, environmental studies, communications, or nonprofit management preferred

- Experience with administration, event planning, and logistics coordination
- Proven ability to manage spreadsheets and budgets accurately
- Strong written communication skills, including article writing and/or storytelling
- Experience with donor or grant reporting (preferred but not essential)

Skills and Attributes

- Highly organized with strong attention to detail
- Good time management and ability to juggle multiple tasks
- Strong interpersonal and communication skills
- A collaborative spirit and proactive attitude
- Passion for ocean conservation and storytelling

Application Process

If you or someone you know would be a great fit for this role, please get in touch. We're especially interested in connecting with early-career professionals eager to make a difference for the ocean.

For those interested in applying for this position, kindly send a cover letter and resume to lbaldwin@missionblue.org.