



**PUNTACANA Ecological Foundation
Sustainability Center**

Administrative Training

Background	<p>Since 1999 the PUNTACANA Ecological Foundation has developed strategic partnerships with international and national institutions through the creation of the PUNTACANA Center for Sustainability within the Ecological Reserve. This facility is singular in the Dominican Republic and functions as a center where students, professors and researchers can investigate the unique biological and cultural resources of the country.</p> <p>The goal of the Center is to develop research, education and outreach programs and apply this understanding to the sustainable development of the Caribbean.</p>
Job Description	<p>Classify and organize documents and other files for the Environmental Director</p> <p>Create a filing system for the Sustainability Center</p> <p>Create a “Dead Files” system for the Sustainability Center</p> <p>Organize the reference library available for the students and other guests that visit our Center</p> <p>Prepare an inventory of all the material available in the reference library</p> <p>Identify and classify all the material in the reference library by subject</p> <p>Provide support to the coordinators and administrative assistant in their areas</p>
Supervisor	Julissa Gómez
Duration	2 weeks