Technical and Logistics Facilitator for Training Programs

Department of Environmental Sciences and Development
Zamorano University
www.zamorano.edu

Responsibilities

- Support the companies delivering the programs and the Zamorano University team in developing and adapting technical content (modules, lessons, and supporting materials).
- Facilitate virtual sessions, assisting instructors and guest experts during live, synchronous classes.
- Ensure proper management of Blackboard and other learning platforms, including availability and organization of materials and resources.
- Coordinate and support academic follow-up for students/ventures: review assignments, track attendance, manage assessments, and prepare performance reports.
- Organize logistics for in-person program phases in Guatemala, El Salvador, and Honduras (agenda, transportation, meals, lodging, invitations, field visits) in coordination with country-level technical teams.
- Prepare technical progress reports on program delivery, identifying achievements, challenges, and recommendations.
- Assist with drafting comprehensive technical reports highlighting progress and impact.
- For Incubation and Acceleration programs, help plan and execute closing and awards events, including Demo Day and seed-capital awards.
- Produce meeting notes and records of decisions for sessions with contracted companies.
- Coordinate communication with course participants using agile channels such as WhatsApp, Zoom, or other tools as needed.

Qualifications

- Bachelor's degree in Business Administration, Economics, Environmental Sciences, Agribusiness, Innovation, or a related field.

Required Skills and Experience

- Proven experience organizing, facilitating, and coordinating at least three training or education programs, preferably focused on entrepreneurship, innovation, or business development.
- Demonstrated ability to write technical and educational documents that present information clearly, logically, and in a learner-friendly way.
- Hands-on experience using and administering virtual learning platforms (Blackboard, Moodle, or similar).
- Intermediate English proficiency, with the ability to understand and communicate in technical and academic contexts.

- AgriFoodTech innovation and entrepreneurship**:** understanding of the regional ecosystem, trends, and key stakeholders; familiarity with incubation and acceleration approaches applied to developing and strengthening agrifood business models.

- Sustainability and applied pedagogy: ability to integrate environmental, social, and governance (ESG) criteria—with emphasis on business and climate sustainability—alongside skills in instructional design and innovative techniques for virtual facilitation.
- Advanced English: able to comprehend a wide range of demanding, extended texts and recognize implicit meaning; communicates clearly and naturally, with minimal hesitation.

Core Competencies

- Commitment
- Quality orientation
- Innovation
- Integrity
- Service mindset
- Communication
- Emotional intelligence
- Planning and organization
- Teamwork
- Analytical thinking

How to Apply

Submit a cover letter, an updated resume (CV), and contact information (phone number and email) for at least three professional references, in Word or PDF format, addressed to the Human Resources Department at **talentohumano@zamorano.edu**.

Reference: Technical and Logistics Facilitator for Training Programs

Application deadline: October 20, 2025

Non-Discrimination Policy

Zamorano University does not discriminate on the basis of ethnic origin, race, religion, gender, or nationality in the administration of its educational and admissions policies, financial aid programs, extracurricular activities, employment, or any other aspects.