

Site Coordinator

POSITION TYPE: Full-time

LOCATION: San Juan de la Maguana, Dominican Republic

START DATE: October 15, 2025

SALARY: RD\$90,000 (~US\$1,500)/month gross, paid in a fixed amount in Dominican pesos

The Site Coordinator manages one of Bridges to Community's project sites where he or she will be responsible for: project development, execution, and evaluation; management of personnel; budgeting, tracking, and reporting of expenses; and supervising leadership of volunteer groups who engage in service learning projects. The Site Coordinator reports to, and is supervised by, the Country Director.

Essential Job Criteria

Education: Bachelor's degree

Experience: 2+ years working in community development and service learning, preferably in a management position.

Skills: Fluent in written and spoken Spanish and English; ability to manage and track money and expenses; experience with developing project proposals for development projects, as well as reporting on project criteria; ability to lead volunteers, staff, and community members in project activities; strong interpersonal skills; ability to work under-pressure; available to work without set schedule, such as weekends and evenings, and support in other sites; computer literacy and office skills required. Standard transmission trucks are the primary means of transportation into and out of these communities. **The ability to drive a manual-transmission vehicle is REQUIRED.**

Responsibilities

- Identify and organize communities to evaluate suitability for organizational programs.
- Work with communities to identify needs, and to develop suitable projects that fit within program guidelines.
- Submit project proposals to Country Director for review and collaborative development

- Develop and maintain annual and monthly site budgets, and track monthly expenses.
- Assign staff to work on projects and with volunteer groups. Maintain monthly and annual staff work schedules.
- Undertake regular staff evaluations and take part in ongoing and regular staff development activities.
- Monitor the implementation of projects and provide follow-up and evaluation
- Coordinate project construction working with engineers and mason teams, community coordinator
- Create budgets, get quotes and request purchases from suppliers
- Coordinate and monitor the construction, personnel and local volunteers in project implementation.
- Coordinate vehicle maintenance and keep maintenance records up to date. Give follow up to any mechanical needs
- Guarantee the following with support from BTC staff and / or contracted staff:
 - Manage/coordinate full-time site team (IVCs, etc.) to guarantee the successful implementation of all site/San Juan office tasks
 - Maintain and updated, monthly record of the tools warehouse
 - Take care of tools and any materials used in project construction
 - Ensure the transfer of tools on the site of construcción
 - Ensure the transfer of leftover tools and construction materials after project completion
 - When necessary, lead volunteer service trips (1-2 maximum a year)