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## Field Coordinator

### *About Us:*

Village Health Works, founded in 2006, is a 501 (c)(3) organization with offices in New York City that has provided health care in a dignified environment to about 28,000 people in Kigutu, Burundi since opening its doors less than two years ago. It was the only clinic in the country to continue full operations during recent nurse and doctor strikes in the country, and prides itself on providing quality health services regardless of a patient's ability to pay. Burundi, whose health infrastructure has been decimated over the course of more than 12 years of civil war, is ranked one of the poorest countries in the world. Village Health Works has solid partnerships with the very communities it serves, as well as the Ministry of Health, Burundian government, UNICEF, and others. For more information, visit [www.villagehealthworks.org](http://www.villagehealthworks.org)

### *Job Description Overview:*

VHW's field coordinator works closely with the Project Manager on the ground in Kigutu and has ultimate responsibility for making sure all onsite activities run smoothly and that projects are completed in a timely and efficient manner. Specifically, this diverse and dynamic position includes oversight of all on-site activities including construction, agriculture and landscaping, security, housekeeping, IT, facilities and maintenance. This is the ideal position for a results-driven, task-oriented person who is willing to work hard alongside a team to get things done. The coordinator will report directly to the Project Manager.

### *Additional responsibilities:*

- Work closely with staff and volunteers to develop work plans and see them through to completion;
- Maintain current staff roster and document weekly activities in thorough reports;
- Create staff development activities and initiatives in coordination with Project Manager;
- Coordinate logistics of construction projects and communicate with procurement manager about on-the-ground site needs;
- Provide thorough orientation and arrange accommodations and schedules for guests, volunteer staff and others; and
- Provide varied support to Project Manager, as needed.

### *Qualifications:*

The ideal candidate is detail-oriented with a great sense of how to get things done in a timely and efficient manner; is patient, flexible, able to work long hours with a diverse staff, is willing to share knowledge and is respectful of different cultures and experiences. They should have excellent follow through and be sensitive to immediate staff needs. He or she should maintain professionalism among staff and volunteers.

**Position available immediately for a minimum 2-year commitment; must be able to relocate to Kigutu, Burundi.**

Requirements:

- At least a Bachelor's Degree and at least three years of excellent experience living and working in third world countries, preferably in a rural area;

Background and experience in community organizing and team building;

- Excellent interpersonal and communication skills; demonstrated ability to interact professionally and with sensitivity amongst culturally diverse staff, clients, and consultants;
- Flexibility with shifting priorities and competing demands in a fast-paced and challenging work environment;
- Proven ability to exercise good judgment, demonstrate political astuteness, and tact;
- Interest in global health issues and belief in VHW's mission are an absolute must;
- Fluent in French & English, and willing to learn Kirundi (the local language). Swahili a plus;

If interested, please submit a CV and cover letter stating your interest to [resumes@villagehealthworks.org](mailto:resumes@villagehealthworks.org). Please put Field Coordinator in subject line.

Please visit [www.villagehealthworks.org](http://www.villagehealthworks.org) to learn more about our work.