

JOB DESCRIPTION

Job Band: Project Coordinator
Job Title: Construction Project Coordinator

A versatile position for a Project Coordinator within a dynamic, hardworking, international non-profit organization that provides relief to survivors of natural disasters through the use of committed volunteers. Reporting directly to the Project Manager and Project Director, Project Coordinators are part of an infield team ensuring that the support we provide is timely, relevant and culturally sensitive. The project coordinator works in the field on a daily basis to coordinate construction activities set out by the project manager. Specific project responsibilities are coupled with day-to-day volunteer oversight in a complex and often chaotic environment.

KEY RESPONSIBILITIES

General:

- Engages and motivates volunteers to be an effective work team.
- Ensures compliance to on-site safety policies, strategies and requirements to promote safe and secure work at build sites
- Supports the Project Director in creating an on base environment where volunteers feel safe, allowing them to be a productive force in the field
- Provides logistical support as needed for base and/ or project issues
- Enforces project specific rules and organizational policies among volunteers and local staff
- Supports the project manager in contributing to the weekly and monthly reports
- Teaches construction methods and skills to volunteers.
- Promotes strong integration between volunteers and community members

Project Management:

- Supports the standardization of building methods to provide a high quality, safe product, and to improve build cost and efficiency
- Maintains strict quality control standards
- Provides on-site technical support to team leaders
- Monitors workflow and staging and advises on improvements or corrections where needed
- Provides feedback on Project-level direction to maintain Project integrity and develop additional Project value
- Report tool and materials needs to Project Manager
- Checks quality of delivered materials as needed
- Ability to cover the project manager's tasks when they are on break.

Work Scheduling:

- Coordinates with Project Manager to schedule daily work tasks, and maintain work for tomorrow boards
- Encourages improved integration between volunteers and local workforce

- Encourages skills development and capacity building of workforce
- Records daily work progress and reports to Project Manager

Human Resource Management:

- Maintains a happy, healthy, open and productive working environment
- Develops and conducts in-depth orientations for new volunteers and employees
- Encourages Team Leader concept for better efficiency and transfer of knowledge
- Provides training, documentation, and ongoing guidance to volunteers and local workers for effective and safe construction methods, in coordination with Field Manager
- Develops and implements a system for local workforce skills development and capacity building, in coordination with Human Resources
- Ensures strong working relationships between volunteers and local staff/volunteers
- Provides regular feedback on employee performance and behavior to HR Manager and Project Manager
- Hosts regular construction meetings

Other Tasks:

- As assigned and necessary

REQUIREMENTS

- Follows All Hands Volunteers culture on the effective use of volunteers in a post disaster environment
- Strong leadership skills with proactive approach to identifying and solving problems
- Ability to establish strong working relationships with a diverse group of colleagues
- Flexibility, diplomacy and tact
- Understanding of humanitarian standards (HAP, Sphere Project etc) a plus
- Exceptional communicator both verbally and in writing
- Able to manage a large workload and perform in a fast paced environment
- Able to work in emotionally stressful environment
- Ability to work evenings, weekends and holidays
- Must be flexible and effective under difficult working conditions.
- Must be able to reside in a communal living environment with basic accommodation and provisions.
- Experience living or travelling in developing countries

EDUCATION, SKILLS AND TRAINING

- Previous experience working with All Hands Volunteers or a minimum of 1 year of professional experience in a construction or technical trade
- Proficient in construction theory and practice
- Proficiency with Microsoft Office
- Previous international travel experience—preferably in developing countries

Salary and benefits

Salaries will be decided upon experience in relation to the All Hands Volunteers salary bands. Staff positions include accommodation, food, travel insurance and flights to and from projects.

How to apply

Please send a CV and 1 page cover letter to HR@hands.org outlining how you meet the job specification. Note that the cover letter and email subject line should clearly state the title of the position that is being applied for.

Please be mindful this is not for a current opening but your application will be kept on file should a position open and your skillset and experience match the job specification. Thank you for your enthusiasm in wanting to join the All Hands Team.