



PROJECT GETTYSBURG/LEÓN

c/o The Center for Public Service
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PROJECT GETTYSBURG/LEON (NICARAGUA)

COUNTRY COORDINATOR RESPONSIBILITIES

Program Administration

- Oversee hiring and supervision of staff in consultation with PGL Executive Committee (“ExCom”)
- Manage legal and financial affairs according to Nicaraguan national and local laws and procedures, including making budget recommendations and allocating funds, working with an annual budget of approximately \$75,000.
- Develop local network of advisors who can support PGL’s work
- Prepare and submit monthly program and quarterly financial reports to ExCom, and regularly provide advocacy articles for PGL newsletter
- Maintain physical office space, equipment and program vehicle
- Participate in strategic planning at both project and organizational levels
- Actively participate in identifying and securing external funding opportunities (grants)
- Maintain close coordination and communication with PGL ExCom

Project Management

- Identify project opportunities and make recommendations to ExCom
- Oversee project implementation
- Develop criteria to monitor and evaluate projects
- Provide *in-situ* training to projects
- Establish (or continue) ongoing communications among projects

Delegation Coordination

- Plan and coordinate PG/L delegation visits from/to León (three-to-six per year), which includes arrangements for home stays, transportation, translation services, speakers/presentations; work on service projects, and tourism/cultural travel.
