

## **Project Minnesota/León León Director Position**

Project Minnesota/León (PML) is a non-profit sister-state organization serving Minnesota and the department (state) of León, Nicaragua. It supports small-scale initiatives for community development in León, and organizes educational and cultural group travel opportunities for Minnesotans to visit Nicaragua.

### **Position Description:**

The León Director is based in the city of León. The León Director takes direction from the PML Board of Directors and has primary responsibility to: oversee the PML office and staff, implement the strategic vision of the board, evaluate and guide local PML projects, customize trips for groups of Minnesotans traveling to Nicaragua (and occasionally trips for Nicaraguans to Minnesota), and facilitate communication and understanding between the two cultures. This is a full-time position requiring a commitment of two years, with the option of extension. We want to fill the position as soon as possible, for a start date of June 1, 2018.

### **Qualifications:**

Education: Undergraduate degree or commensurate experience

Language: Fluent in written and spoken Spanish and English

Computer: Proficiency with MS Office (Word, Excel, PowerPoint), social media, and website maintenance

Experience:

- Working on social justice issues and community organizing
- Facilitating communication among diverse groups of people
- Supervising volunteers
- Office management and finance

### **Personal Qualities:**

Sensitive to other cultures, knowledge and humility towards own culture, and, ideally, experience working with Latin American cultures

Basic knowledge of Nicaraguan history and current situation, or willingness to learn

Demonstrated ability to facilitate teamwork among staff, board and community leaders

Enjoys people

Flexible and patient, adaptable to new and changing situations

Self-motivated and confident

Able to maintain a balance between personal and professional life

Able to live in simple living conditions (most likely a rented room in shared household)

### **Job Responsibilities:**

Facilitate the sister-state relationship between Minnesota and León by:

- providing translation assistance and other support to the board (which is made up of half Nicaraguans and half Minnesotans)
- prioritizing in all work the goal of leadership development and creating shared power among board members, communities and individuals.
- collaborating with board members to develop organizational budget and policies
- networking with other organizations and people in León and Minnesota
- attending and assisting, as requested, with fundraising and outreach activities in MN, such as meeting with groups considering or planning a trip to Nicaragua, and meeting with people to strengthen their relationship with PML

Coordinate oversight of PML's Leon office:

- Supervise staff: projects coordinator and cleaning staff
- Oversee office administration and financial record keeping
- Coordinate regular PML publications, including newsletters and website postings, with volunteer editor
- Provide ongoing presence and updates to Facebook sites, website and other social networking sites
- Collaborate with board & project coordinator in formal evaluations of community work
- Disburse and maintain records of funds spent in Nicaragua

Facilitate travel for Minnesotans to Nicaragua, and occasionally Nicaraguans to Minnesota:

- Develop and document travel budgets, plan itineraries and logistical details, and lead educational trips for groups of U.S. citizens to Nicaragua (or Nicaraguans to Minnesota)
- Select and prepare Nicaraguan families for hosting Minnesotans

**Compensation/Benefits:**

- For either Nicaraguan or U.S. citizen: competitive local salary, depending on qualifications.
- For a U.S. citizen: an additional US\$200 accumulated for each month served and paid upon completing the contract as well as a stipend for buying medical insurance.
- Vacation: 2 weeks per year, including one paid airfare to Minnesota, plus official Nicaraguan holidays.

For more information about PML's mission, community development work and travel opportunities, please visit our website at: [www.mn-leon.org](http://www.mn-leon.org)

Send a cover letter and resume, in Spanish and English, to Deborah Allan at [dallan@umn.edu](mailto:dallan@umn.edu)