



PYXERA Global, an NGO based in Washington, D.C., will be managing an [international corporate volunteer](#) (global pro bono) program based in San Juan & Ponce, Puerto Rico, scheduled to take place in July of 2019. PYXERA Global is hiring a consultant currently residing in/around San Juan to provide project and logistical support to the selected team of corporate participants. The selected consultant's main responsibilities will include, but may not be limited to, the following:

KEY ACTIVITIES

Project Development and Implementation:

- Participate in conference calls with Washington-DC based team
- Conduct in-person, relationship-building meetings with key stakeholders who are employed by or affiliated with local health care partners based in and around San Juan & Ponce, Puerto Rico
- Conduct additional meetings, as needed, with key stakeholders to outline program requirements and objectives
- Maintain regular communication with key stakeholders to ensure understanding of the program, roles and responsibilities, and expectations at all stages of the program
- Development of key program documents as identified by DC office Program Manager and corporate client
- Serves as the on-the-ground interface (along with Program Manager) between PYXERA Global, the corporate client, and identified key healthcare stakeholders within Puerto Rico
- Coordinate program activities with fellows

Logistics:

- Provide overall leadership on all program logistics, including coordinating daily transportation, travel between cities, project supplies, and overall support of corporate consultants over three weeks in July 2019
- Identify and confirm local accommodations and transportation options for presentation to Client Management Team and Client Security Team
- Deliver program orientation for key stakeholders before team arrival in July, and support with on the ground orientation for corporate consultants
- Identify potential Community Service Day projects and sites around San Juan and provide support to the local corporate client to plan and implement
- Act as a logistical, informational, and cultural resource for participants and troubleshoot any challenges they may face for the duration of their time in Puerto Rico

KNOWLEDGE AND SKILL REQUIREMENTS

- Graduate degree in international relations, public health, communications, organizational development, NGO management, or related field experience
- Demonstrated skill and experience in multi-sector and multi-stakeholder partnership management, highly desired
- Demonstrated skill and experience in program management and logistics coordination
- Demonstrated skills in financial management, highly desired
- High-level fluency in English and Spanish, required
- Experience in project management and in leading multicultural groups
- Experience/familiarity with healthcare/the social sector in Puerto Rico a plus
- Solution-oriented, flexible with changing priorities, and exhibits a calm and positive outlook in the face of challenges
- Attention to detail and intercultural competence and experience in the non-profit sector a plus
- Currently residing in San Juan and willingness to travel to and from project sites in Ponce, Humacao, and surrounding areas
- Interest in Corporate Social Responsibility/Corporate Philanthropy



TO APPLY: Send a cover letter, resume, and salary requirements via e-mail by March 15th, 2019 to consultingopportunities@pyxeraglobal.org. Please include 'Local Consultant San Juan, Puerto Rico 2019' in the subject line of the e-mail. Only short-listed candidates will be contacted.