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## Educating, Employing, Empowering.

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### **Discovering Deaf Worlds (DDW) Full-time Position Description: Program Coordinator**

**JOB:** Discovering Deaf Worlds (DDW) seeks a Program Coordinator for the implementation of program activities for the Social Inclusion of the Deaf Program in the Dominican Republic. The Program Coordinator will reside in the Dominican Republic for approximately 1.5 years to provide direct support to the Asociación Nacional de Sordos de la República Dominicana (ANSORDO), the Dominican Republic's Association of the Deaf.

The person to lead this role will show a strong commitment to upholding DDW's values and principles which include a highly collaborative approach, following the World Federation of the Deaf's policy statement "Work Done by Member Organizations in Developing Countries", viewing sign language as a natural right for Deaf people, and the preservation of indigenous sign languages.

**SPECIFIC RESPONSIBILITIES:** The Program Coordinator has the following responsibilities:

#### **Program Planning, Implementation, & Evaluation**

- Facilitates workshops and trainings with ANSORDO, DDW staff, and contractors.
- Oversees design, marketing, promotion, delivery, and assessment of the Social Inclusion of the Deaf program.
  - Develops and implements public relations strategies to inform the general public about the program.
- Arranges program dates, accommodations, transportation, itineraries, and activities with ground operators and/or partners in destination countries.
- Manages the creation, revision, and dissemination of materials (reservation forms, itinerary, pre-trip documents, website) as needed.
- Compiles, maintains and reports on program statistics and other related data to grant funded agencies and DDW's Board of Directors.
- Analyzes trends and impact of programs, identifying issues and developing and recommending solutions to the Co-Executive Directors. Ensures that DDW is supporting its partners in the most effective, efficient, and appropriate manner, given its resources.
- Works Directly with ANSORDO to ensure the completion of all grant deliverables.
- Serves as the on-the-ground liaison between USAID and DDW Co-Executive Directors.
- Drafts quarterly program reports.
- Maintains a working knowledge of significant developments and trends in the fields of deafness and international development.
- Performs other tasks as determined by the Co-Executive Directors.

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### **DESIRED QUALIFICATIONS:**

- A Bachelor's Degree or higher. Degree in international development, studies or relations preferred.
- Minimum of one year experience working directly with international deaf communities, preferably in Latin America
- A history of success in managing complex projects, strategic planning processes, and system improvement efforts.
- Ability to interact with people of all ages, cultural backgrounds and native languages.
- Personal qualities that include integrity, commitment to DDW's mission, respect for diversity, and the ability to inspire and motivate.
- Commitment to understanding partner organizations' interests, commitment, energy to advocate for partner organizations with internal and external constituents.
- Team orientated; balanced focus on personal accountability and team goals.
- Ability to work flexible hours.

**LANGUAGE FLUENCY REQUIREMENTS:** American Sign Language, written English, and written Spanish.

**RELOCATION REQUIREMENT:** The Program Coordinator will be required to live in the Dominican Republic for the duration of the grant term, approximately 1.5 years.

**CONTRACT TERM:** This position is pending the formal award of the Social Inclusion of the Deaf Extension agreement. The program coordinator will serve for the duration of the contract, which is expected to begin February 2020 and end August, 2021.

**SALARY:** \$35,000 USD per year. Benefits include: relocation flight, travel and per diem when implementing project deliverables, health and travel insurance and discretionary time off.

**EVALUATION:** Program Director is subject to a performance evaluation by the Co-Executive Directors on an annual basis, or as deemed necessary.

**TO APPLY:** Visit <https://tinyurl.com/ddwprogramcoordinator> and click "apply now". Please upload a cover letter, 2 letters of recommendation, and resume on the online form.

**DEADLINE:** December 31st, 2019

If you have any questions, please contact:

History Estill-Varner & Sachiko Flores  
Co Executive Directors  
Discovering Deaf Worlds

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