



Project Salud y Paz

Providing Health, Healing, and Education with the People of Guatemala

Job Description: Medical Coordinator

Salud y Paz, a non-profit organization providing health, healing, and education in the Guatemalan highlands, is seeking a medical coordinator. The ideal candidate will be a medical professional (RN, PA, pharmacist, surgery tech, etc.) with a willingness to be flexible, learn on the job, and work with a Guatemalan staff and international volunteers. Knowledge of Spanish is not a requirement but language school will be necessary (paid by candidate) once in country for a candidate that is not fluent. Duties include coordinating details of surgical mission trips, hosting medical teams, data collection, health education, committee work, and more. Flexibility is key. Openness to a long-term (2 years) commitment is preferred. Candidate must be willing to use their own computer and be willing to attend a Volunteers in Mission training session through the United Methodist Church. A telephone SIM card and possibly telephone is provided. A small stipend is provided to help offset living costs.

Interested candidates should contact the executive director at executivedirector@saludypaz.org.

Specific duties include but are not limited to:

- Coordinate all details and preferences of surgery teams coming to serve with SyP
- Host all surgery teams
- Host most medical volunteers working in coordination with team coordinator
- Coordinate clinic usage by other groups
- Liaison to other partner organizations
- Supervise community health education
- Participate on medical/dental/surgical committee
- Excellent verbal and written communication skills
- General Computer skills with MS Word, Exel and Dropbox
- Willingness to use own computer for work
- Basic level of Spanish comprehension and desire to become proficient
- Some fundraising knowledge (for personal expenses, and fundraising help within Salud y Paz)

Other duties as assigned