

# Building Project Manager

## Builder & Carpenter Profile

---

The Aldeas de Paz (ADP) supports and promotes sustainable development, social justice and the Culture of Peace through increased cross-cultural exchange and voluntary community service. We create additional educational and recreational opportunities for an underprivileged young generation and aim to empower young people and enable them to develop their potentials and improve their own lives, fundamental elements for a more harmonic, and just collective social reality.

ADP currently seeks a Builder/Carpenter with a minimum commitment of one year. The candidate has experience working or living in a developing country and practises the Spanish language.

The candidate will have overall responsibility to construct wooden furniture and wooden frame infrastructure for ADP programs and the completion of a small school building. S/he will oversee and direct the Aldeas de Paz carpentry and wood workshop and will sometimes lead small teams of volunteers, local workers and trainees, as well as coordinating skill-training workshops for our beneficiaries, trainees and volunteers. The Candidate will provide technical advice and strategic leadership on carpentry activities and will be the primary builder in the field when infrastructural wood building and teaching programs are planned and executed.

---

### KEY RESPONSIBILITIES

#### Technical Management

- Construct and maintain furniture, wooden bungalows and school infrastructure for use in ADP programs
- Planning and implementation of the basic carpentry skill-training programs and the coordination of volunteers, local workers and trainees
- Maintenance responsibilities: Inspect facilities and assess preventative maintenance needs
- Train volunteers, local workers and beneficiaries basic carpentry skills

- Plan to improve existing infrastructure
- Diagnoses and repair equipment and facility damage and/or failure

## **Administration**

- Preparation of volunteers, local workers and trainees schedules in coordination with the volunteer coordinator
- Attend staff and volunteer meetings
- Contribute with ideas regarding operational efficiency in the activities
- Prioritize and report corrective actions in response to safety measures

## **SPECIFIC SKILLS**

### **Service Focused**

- Ability to make people feel at ease, cared for, and well supported
- Open-minded attitude. Ability to communicate with different personality types at all levels with a consistent, well balanced approach
- High level of integrity and maturity
- Interest and ability to work with youth

### **Commitment**

- Proactive and results focussed attitude
- Ability to multi-task and follow through to completion with assigned tasks
- Display a high level of integrity and passion for social work + humanitarian issues
- Share views of the Foundation and contributing to shaping the future of the Foundation
- Team player - willingness to be involved and take on additional duties if required
- Strong supervisory and leadership skills

### **Flexibility**

- Excellent Time management /organisational skills
- Tolerant and patient manner

### **Language Skills and Cultural Background**

- Conversational English & Spanish language skills
- Given the cultural context he/she is preferably of Latin background

### **Technical Skills**

- Extensive knowledge of materials and successful practice in variety of carpentry building techniques, and procedures and related technical fields
- Understanding of wood construction, site selection preparation and reading plans preferred
- Experience assessing maintenance needs and understanding of preventative maintenance
- Handyman or janitorial experience
- Experience managing small work crews

- Experience in materials selection and purchase, as well as flexibility to work with locally available materials

## ATTRIBUTES

- Passion for social work + humanitarian, environmental issues
- Sharing a common vision with the foundation with willingness to share ideas for the future direction of the foundation
- Adaptable to new situations
- Team-Player, but also able to work autonomously
- Highly organized / time management skills, ability to multi-task and see tasks through to completion
- Proactive, ability to take initiative
- Personal integrity
- Interest in meeting people
- Culturally sensitive, able to pick up on subtleties of cross-cultural communication
- Open-minded, tolerant, caring, responsible, good-natured, experienced, patient, a balanced personality
- Good communication skills, as well as the ability to facilitate the communication of others
- This position is for the creative, innovative pioneer spirited idealist person who really loves the challenge of helping to coordinate and expand Aldeas de Paz activities in the region!

## WHAT WE OFFER

Please do not apply for a staff position unless you are comfortable with a large amount of responsibility in a variety of tasks. The commitment for the job is 12 months and is offered under the following conditions:

- Three months mutual trial period
- monthly stipend of Venezuelan Bolivar 500,-
- 3 weeks unpaid holidays per year (first holidays after six months)
- Full board and shared accommodation
- Use of washing machine
- Use of foundation-grounds & recreational facilities

## APPLICATION

Send CV, Photo, References and Letter of Motivation to [applications@peacevillages.org](mailto:applications@peacevillages.org)

**If suitable please refer to a friend!**