

Open Position: Program and Administrative Coordinator

February 2025

Organization: Love For Life e.V.
 Department: Local team
 Location: San José, Costa Rica
 Position: Part-time (50%)

About Love For Life

Love For Life is an independent non-profit organization based in Europe and Latin America dedicated to conscious, collaborative action that models regenerative practices and upholds sacred relationships with self, each other, and the natural world to ignite social, ecological, and spiritual healing.

For over a decade Love For Life has successfully implemented grassroots projects and programs to empower people and protect Nature through whole system regenerative action across six interconnected areas of impact: (1) solar energy access, (2) regenerative agriculture & food sovereignty, (3) Indigenous & community leadership, (4) ecosystem protection & regeneration, (5) holistic empowerment, and (6) heart-centered consciousness. As the Managing Director you'll be providing operational leadership and management to Love For Life, on our journey towards a thriving future for all.

The Position

Love for Life is looking for a highly responsible and detail-oriented Program and Administrative Coordinator to help drive the implementation and coordination of impactful projects that empower Indigenous and local communities across Latin America. This role encompasses administrative responsibilities, stakeholder communication, data management, and program activity support. This position requires a dynamic professional who can effectively support the implementation of community-based initiatives by coordinating with local leaders, partner organizations, and field teams.

The ideal candidate is exceptionally organized, enthusiastic about administrative and financial processes, structured in their approach, culturally sensitive, and deeply passionate about community development.

This is a fully remote position with periodic field visits to project sites within the region.

Required Experience & Skills

- Minimum of 2 years of professional experience in business administration and International Development with demonstrated experience in financials and project management.
- Excellent organizational and time-management skills with attention to detail
- Strong written and verbal communication skills in both English and Spanish
- Ability to work independently and as part of a team.
- A strong communicator with a passion for training others and teaching new systems and processes
- An active listener who excels at translating challenges into practical solutions
- Skilled in asking insightful questions to clarify and enhance both written and verbal communication.
- Cultural sensitivity and awareness, particularly with Indigenous communities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)



Key Responsibilities

Program Support

- Assist in the development, planning, and execution of program activities.
- Coordinate logistics for meetings, workshops, and community events.
- Support the collection and analysis of data for program monitoring and evaluation.
- Support capacity-building efforts.
- Monitor and evaluate program outcomes, ensuring alignment with organizational goals and donor expectations

Administrative Support

- Provide day-to-day administrative support to regional director and local team members.
- Create, maintain, and streamline administrative and operational systems including building systems and procedures
- Schedule and coordinate meetings, workshops, and travel arrangements.
- Prepare and distribute meeting agendas, minutes, and other relevant materials.
- Organize and maintain project files and documentation.

Project Coordination

- Assist in the planning and coordination of project activities and events.
- Monitor project timelines and deliverables to ensure deadlines are met.
- Track project expenditures and assist with budget management.
- Compile and submit regular progress reports
- Act as a liaison between the NGO, local partners, and other stakeholders.
- Facilitate clear and consistent communication among team members and partner

Documentation and Reporting

- Maintain accurate records of project activities and correspondence.
- Assist in the preparation of project proposals, reports, and presentations.
- Ensure all project documentation is complete and filed appropriately.

Data Management

- Collect, organize, and analyze data related to program activities and outcomes.
- Maintain databases and ensure data integrity and confidentiality.
- Prepare data reports and presentations for internal and external use.
- Systematize relevant information of the projects being executed.

Other Duties

- Stay informed about relevant social, political, and economic developments in the region.
- Assist Program Manager and Regional Director.
- Commitment to conducting regular project field visits

- Contribute to the development of communication materials, social media updates, and reports

Key Qualities

- Commitment to social justice, the mission and core values of the organization.
- Strong interpersonal skills and ability to build relationships with diverse groups.
- Flexibility and adaptability in a dynamic work environment.
- Willingness to travel to remote and rural areas as required.
- Openness to integrating personal growth and transformational practices into professional work environment.

How to Apply

Please send a one-page cover letter describing how your experience and skills apply to joining Love For Life as Program and Administrative Coordinator and why this role excites you, along with a resume to hello@loveforlife.eco.

