

**Church of the Brethren Disaster Ministries**  
**Puerto Rico Construction Assistant**  
**Position Description**  
**December 2018**

**Position:** Puerto Rico Disaster Project Leader/Construction Assistant

**Function:** Provide leadership, volunteer coordination and language translation on the construction sites for the BDM rebuilding project in Puerto Rico (PR)

**Accountability:** Accountable to Brethren Disaster Ministries and the PR District Recovery Committee.

**Reports to:** Director of Brethren Disaster Ministries

**Key Responsibilities:**

- Provides Spanish to English (and English to Spanish) translation to support the BDM Construction projects in Puerto Rico.
  - Communicates and connects homeowners, clients, vendors and volunteers
- Coordinates and supports the short-term volunteers helping with home repairs
  - Transports volunteers to and from the airport and other locations
- Supports construction leadership as needed
  - Purchases and delivers building supplies and tools as necessary
  - Transports short term volunteers to job sites as needed
- Supports communication and coordination with FEMA and other partners
  - Helps coordinate ordering and receiving building materials through FEMA VALOR program
- Works on the construction projects repairing homes with the other volunteers

**Skills and knowledge required:**

- Conversational Spanish and English language or better (written and oral)
- Able to relate with integrity and respect within and beyond the organization
- Strong interpersonal skills that contribute to effective interaction & communication
- Able to articulate, support, and operate out of the vision, mission, and core values of Brethren Disaster Ministries and the Church of the Brethren
- Ability to work and relate with self-awareness, humility and humor across linguistic and general cultural differences
- Is flexible and willing to take on different roles to complement other team members and to address the frequent unexpected changes of the project

**Experience:**

- Experience in coordinating volunteers is preferred
- Experience in house construction and repair is preferred
- Experience driving on curving roads is preferred

**Physical Demands:**

- Light to moderate lifting is required
- Use of construction tools such as hammers, saws and power tools
- Climbing stairs and ladders.
- Ability to uphold the stress of traveling on difficult roads as a driver or passenger

**Position deals and support:**

- Living expenses are provided including private housing and meals
- Shared project vehicles are provided
- A project computer, internet service and cell phone (if needed) is available
- Transportation to Puerto Rico and home for holidays
- A stipend is provided as needed and negotiated
- Health insurance is available if needed

**Location:**

BDM Project in Puerto Rico. Currently at Castañer Church of the Brethren compound.