Rostro de Cristo In-Country Program Manager

About Rostro de Cristo

Rostro de Cristo (RdC) is an inclusive Catholic program that inspires a lifelong commitment to justice through fellowships for professionals, short-term intercultural programs for students, and pilgrimages for adults. In the summer of 2027, we will initiate an internship program for college students.

Our programs are rooted in presence and relationships. We live and work in solidarity with migrant and other vulnerable communities in the Dominican Republic.

As part of its continued commitment to encounter, accompaniment, and building relationships with communities on the margins, Rostro de Cristo developed a strategic partnership with ASCALA (*Asociación Scalabriniana al Servicio de la Movilidad Humana*), an international NGO founded and led by the Missionary Sisters of St. Charles Borromeo, also known as the Scalabrini Sisters.

ASCALA promotes and safeguards the rights and dignity of migrant communities in the Dominican Republic, particularly Haitian migrants and Dominicans of Haitian descent. Its work includes legal assistance, education, healthcare and social services, community development, women's empowerment, and entrepreneurship training.

RdC Fellows and interns work alongside local partners that engage communities and individuals impacted by immigration, statelessness, racism and colorism, and with limited or no access to healthcare and education.

In-Country Program Manager Overview

The Rostro de Cristo In-Country Program Manager (ICPM) is an integral member of the RdC program staff, which includes the Executive Director and the Program Specialist based in Braintree, MA. Rostro de Cristo's Program Specialist will serve as the ICPM's day-to-day supervisor.

The principal role of the ICPM is to coordinate the implementation of all RdC programs in country, including overseeing all logistical elements and managing on-the-ground finances; and support the ongoing growth of a vibrant community life among fellows, interns, and local partners. The ICPM serves as a main point of contact between program

participants, our local partners, and the Braintree office. In addition, the ICPM will engage in direct and/or indirect service through ASCALA and/or other local NGOs.

The ICPM should be spiritually motivated, positive, respectful, and demonstrate intercultural competency and cultural humility

Key Responsibilities

Program Management and Support

- Coordinate orientation, training, and retreats for RdC fellows with the Program Specialist and other program staff as required.
- Provide onboarding support to fellows and interns in their community placements, including coordinating with placement sites to schedule work.
- Accompany and support fellows and interns through individual meetings and by planning, facilitating, and participating in ongoing spiritual and community practices.
- Coordinate fellows' placements, seek regular feedback from placement supervisors, and intervene when issues need to be addressed.
- Provide support, transportation, and resources for fellows and interns in the event of medical or other emergencies.
- Support healthy intentional community life among fellows and interns.
- Host and coordinate short-term student programs and adult pilgrimages in country, including itineraries, transportation, lodging, and meals.
- Maintain safety and emergency procedures for all programs, and vet local vendors, drivers, and lodging.

Partnerships

- Serve as the point of contact between Rostro de Cristo, ASCALA, and other community partners.
- Build and expand connections in Consuelo and beyond to strengthen RdC's relationships with local partners and initiatives.

Communications & Advancement

- Support Rostro de Cristo's communications by gathering stories, photos, and updates from programs and partners in the Dominican Republic, with attention to the dignity and consent of community members.
- Contribute content for RdC's social media, newsletters, website, and appeals in collaboration with the Braintree office.

- Support advancement efforts, including donor and alumni engagement, hosting visiting supporters, and participating in fundraising events and activities during travel to the United States.

Finance & Administration

- Manage the in-country bank account and expenses and submit detailed monthly expense reports.
- Provide regular program updates and reports to the Program Specialist and the Braintree office.

Qualifications

- Bachelor's degree **(required)**. Graduate degree in education, social work, international development, theology/pastoral ministry or a related field helpful but not required.
- Minimum one-year full-time international living and serving experience, preferably with a faith-based volunteer program, including intentional community living.
- Two to three years of professional work experience - in pastoral ministry, social work, education, or nonprofit services a plus.
- Strong affinity with Rostro's mission and an active commitment to a personal spiritual life.
- Demonstrated competency in intercultural work and experience in the practice of cultural humility.
- **Advanced bilingual skills (spoken and written) in Spanish and English**; Haitian Creole a plus.
- Experience working on issues of social justice, migration, human rights, or community development.
- Valid driver's license **(required)**.

Location & Logistics

This position is based in Consuelo, DR (10 minutes from San Pedro de Macorís). The ICPM may work from home when not out in the community or visiting partners. Workdays are generally eight hours, Monday–Friday, between 8 a.m. and 5 p.m. Evening and weekend work is expected at least 3–4 days per month. In addition, the ICPM can expect 2–3 weeks of work-related travel annually to the United States to support Rostro de Cristo program development and occasional advancement activities. As the position is based in the Dominican Republic, it will observe local holidays and days off.

- **Schedule:** Fulltime
- **Start date:** January /February 2027
- **Term:** Minimum two-year commitment
- **Airfare/travel costs**: Rostro de Cristo will provide airfare to and from the U.S. once per year for personal travel/vacation.
- **Housing:** Rostro de Cristo will provide housing for the first month upon arrival in country. After that the ICPM is expected to find housing of their choice within proximity to Consuelo.
- **Work authorization:** Rostro de Cristo will cover the costs required to receive a residency visa and assist in procuring required documents.

Compensation & Benefits

- **Salary Range:** $38,000-$40,000, plus $1500 in relocation cost.
- **Health insurance:** RdC will provide an international individual health plan through GeoBlue.
- **Paid time off:** 10 days of paid vacation, paid time off between Christmas and New Year's, and paid time off for work-related travel and commitments.
- **Professional development:** RdC is committed to the professional and career growth of our staff. As such, RdC will support, financially or through other resources, professional development opportunities that align with the employee's professional goals and support the role. This includes educational opportunities, mentorship, training, and spiritual retreats.

How to Apply

To apply, please send a résumé and cover letter to jobs@rostrodecristo.org by November 30.

Rostro de Cristo is committed to fostering a welcoming and inclusive community rooted in mutual respect, intercultural understanding, and the dignity of every person. We seek applicants who demonstrate openness to different cultures and perspectives and a commitment to engaging across differences in interpersonal communication, spirituality, and pastoral practice.