



Program Coordinator (Costa Rica, Remote, with travel)

Organization: Amigos of Costa Rica

About Amigos of Costa Rica

Amigos of Costa Rica is a nonprofit organization that strengthens Costa Rican communities by promoting local philanthropy. We support a network of 100+ nonprofits across the country through fiscal sponsorship, training, and capacity building. Funders interested in engaging in Costa Rica benefit from our guidance and support. We believe philanthropy plays a vital role in building a sustainable, inclusive future for Costa Rica. Our team works remotely in a dynamic, mission-driven environment.

Position Summary

We are launching an innovative new program designed to channel more funding to local nonprofits. We are seeking a proactive, bilingual professional to help take this program from concept to full implementation—developing processes, building partnerships, and ensuring successful execution.

Key Responsibilities

- Lead program design and manage implementation with support from the Amigos team.
- Develop tools, templates, and systems to ensure efficient program operations.
- Conduct outreach to potential program partners and explore collaboration opportunities.
- Guide participating partners through training, setup, and ongoing implementation.
- Coordinate with internal and external stakeholders to ensure program success.
- Other duties as assigned by management.

Ideal Candidate Profile

- Fully bilingual in English and Spanish.
- Passionate about community development and the Costa Rican nonprofit sector.
- Experienced in managing financial transactions and contract processes.
- Familiar with tourism businesses and their priorities in customer service, marketing, and client experience.
- Highly organized, detail-oriented, and process-driven.
- Comfortable in creative, entrepreneurial environments.



- Willing to travel within Costa Rica to engage and train program partners.
- (Preferred) Familiarity with the CST program.
- (Preferred) Experience in content creation and social media.

Why Join Us

At Amigos of Costa Rica, you'll have the opportunity to shape a new initiative from the ground up while contributing to meaningful change across the country. You'll be part of a collaborative team committed to building a stronger philanthropic ecosystem in Costa Rica.

Working Conditions:

- This is a remote position. The Program Coordinator will work from their home or the location of their preference.
- Technology needed to fulfill job requirements will be provided.
- Travel will be required up to 50% of the time, with paid travel costs (hotel, meals, and transportation)

Compensation

- \$2500 per month, plus opportunities for performance-based incentives
- CCSS, and appropriate taxes will be paid

To apply:

- Please email a cover letter and resume (in English or in Spanish) to admin@amigosofcostarica.org by March 9th, 2026. Applications will be reviewed on a rolling basis.
- Please send any questions to admin@amigosofcostarica.org