



Vacancy: Project Coordinator - Future Roots

The St. Maarten Development Fund Foundation (SMDF), a local grant making and project management non-profit organization, is seeking a highly organized and motivated Project Coordinator to support the implementation of a multi-year national program focused on history, education, and cultural preservation, in St. Maarten.

This program forms part of the follow-up to the formal apology for slavery and colonialism and includes projects in education, monuments, archives, genealogical research, scholarships, museums, and community infrastructure.

The Project Coordinator acts as the operational backbone of the program, translating strategic direction into executable actions, maintaining oversight across multiple workstreams, and ensuring effective communication between implementing partners and SMDF.

Key Responsibilities

- Coordinate activities across multiple projects and workstreams, ensuring that agreed actions, timelines, milestones, and deliverables remain on track. Track timelines, deliverables, and budgets.
- Monitor progress against approved project objectives, milestones, deliverables, and budgets. Liaise with government departments, cultural institutions, NGOs, and other third-parties.
- Maintain accurate and well-organized project records, including agreements, correspondence, meeting records, reports, approvals, procurement documents, expenditure reports, deliverables, and supporting documentation.
- Support meaningful community participation in projects, including consultations, information sessions, workshops, and other engagement activities.

We Are Looking For Someone Who:

- Has experience coordinating complex projects involving multiple partners, deliverables, timelines, and competing priorities.
- Are highly organized and able to maintain clear oversight of tasks, deadlines, documentation, and follow-up actions.
- Take initiative and are comfortable following up with partners, identifying what needs attention, and helping resolve issues before they become delays.
- Has an interest in cultural heritage, education, and social justice.
- Is comfortable working in a sensitive, community-centered context.

Qualifications

- Bachelor's or Master's degree in Social Studies, Project Management, Development Studies, Public Administration, Business Administration, or similar fields;
- Keen knowledge and appreciation of local culture and context;
- Ability to work in a team and establish strong working relationships with public sector officials, donors, media and civic leaders;
- Excellent writing skills as well as strong analytical aptitude, communication and presentation skills;
- Strong computer skills, particularly with Microsoft Office;
- Advanced level of written and spoken English.
- At least 3 years of relevant professional experience.
- Experience with publicly funded or donor-funded projects is an asset.

What We Offer

- A meaningful role contributing to national and cultural development.
- A dynamic, multi-sector working environment.
- Competitive salary commensurate with experience.

Only Dutch citizens or persons in possession of permanent residency status will be considered. Application letters accompanied by CV may be submitted to info@smdf.sx. Full vacancy text can be found at www.smdf.sx/vacancies.

Application deadline is Wednesday September 30, 2026.