



## **JOB ANNOUNCEMENT**

### **PROGRAM COORDINATOR**

### **OXNARD, CA**

Title: Program Coordinator  
Reports to: Program Manager  
Program: Ventanilla de Salud (VDS), Mexican Consulate in Oxnard, CA  
Effective Date: December 1st, 2016  
FLSA Status: Non-Exempt  
Position Status: Part-time (up to 25 hrs. per week)

#### **POSITION SUMMARY**

Under the direct supervision of the Program Manager, the VDS Program Coordinator is responsible for coordinating the day to day activities of the Ventanilla de Salud, conducting outreach and promoting the services of the Mexican Consulate in its service area.

#### **QUALIFICATIONS**

##### **EDUCATION**

Bachelor's Degree in Social Work or equivalent experience, some form of medical or nursing certification would be preferred. Or minimum of two (2) years' experience working with monolingual and/or bilingual Latino communities conducting outreach and providing community health education.

##### **LANGUAGE SKILLS**

Ability to read, analyze and interpret general reports, procedures, or regulations. Ability to complete basic reports and write basic business correspondence.

##### **COMPUTER SKILLS**

Intermediate computer skills for the purpose of data entry, sending and receiving email, and calendar scheduling. Basic use of word processors (i.e. Microsoft Word) spreadsheets (Microsoft Excel) and presentation software (Microsoft PowerPoint or others) is essential.

##### **TRAVEL REQUIREMENTS**

Ability to travel within the assigned region as required. Ability to travel to multiple locations in one day.

#### **RESPONSABILITIES**

- Maintain accurate, up-to-date records and files on all outreach and education conducted. Compile weekly reports into one monthly report and a subsequent quarterly report and submit it to the appropriate staff at the Consulate office as well as to the program manager as stipulated by the agreement provided by the Secretariat of Health in Mexico.
- Attend bi-annual meetings with the partners nationwide program, in person or via teleconference, to improve coordination and exchange experiences.
- Identify and secure potential sites and groups to conduct outreach and educational activities in the assigned county or region.
- Establish appointments with organizational representatives at sites and/or with groups to carry out outreach and educational activities.
- Maintain consistent and constant communication with the Programs Manager regarding all program components.
- Coordinate and develop a weekly schedule for the VDS's Lead promotor comunitario.
- Complete requests for sponsorship opportunities and submit to the Program Manager for final approval.
- Appropriately manage and report expenses of budget, as requested.

**APPLICANTS SHOULD EMAIL OR FAX A CURRENT RESUME TO HUGO RAMIREZ AT  
HUGO@VISIONYCOMPROMISO OR (213)613-0633**