



JOB ANNOUNCEMENT

Title: Los Angeles County Network Manager
Effective Date: August 1st, 2017
FLSA Status: Exempt
Position Status: Full-time

PURPOSE OF POSITION

Visión y Compromiso seeks a self-motivated, independent, alliance builder and team player with experience working as or with promotores and or community health workers to support, expand and strengthen the Network of Promotoras and Community Health Workers in Los Angeles County and the visibility of Visión y Compromiso.

POSITION SUMMARY

Under the supervision of the Network Director, the Los Angeles County Network Manager will support and ensure the successful completion of the activities included in the annual work plans for two regional work groups. The ideal candidate will be capable of leveraging resources and developing new ones to strengthen the presence of the Los Angeles County Network of Promotoras and Community Health Workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, facilitate and attend the monthly regional Network committee meetings in Los Angeles and the San Fernando Valley in collaboration with the regional leaders.
- Facilitate the development of the annual work plan for the regional Network committees in Los Angeles and the San Fernando Valley.
- Monitor and document the activities executed by the committees and develop reports accordingly.
- Complete requests and activities as initiated by the Regional committee during monthly meetings and annual work plan development; such activities may include: follow up on items identified in meeting notes, letters of support, meeting reminders, technical assistance, subcommittee meetings, etc.
- Maintain consistent and constant communication with the committee leaders and members to ensure each group is meeting their annual goals and objectives and to troubleshoot for any challenges they may experience.
- Develop and pursue opportunities in Los Angeles County to raise the visibility of Visión y Compromiso, its programs and services.
- Create and pursue opportunities for collaboration that will lead to the integration of promot ores and community health workers into the systems of care within Los Angeles County.
- Represent Visión y Compromiso at meetings or trainings as requested by the Network Director.
- Attend monthly scheduled staff and program team meetings.
- Actively support and participate in other Network events, as needed.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

MINIMUM QUALIFICATIONS

To accomplish this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

There is no minimum educational requirement.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid California Driver's License and basic liability insurance.

LANGUAGE SKILLS

Ability to read, analyze and interpret general reports, procedures, or regulations. Ability to complete reports and write business correspondence. Ability to effectively present information and respond to questions from individuals, groups and the general public in English and Spanish. Because of the population served, the ability to read, write and speak in English and Spanish is required.

COMPUTER SKILLS

Proficiency in word processing, excel and presentation programs for the purpose of generating reports, correspondence and other administrative work products. Computer literate in all Microsoft Office programs Proficiency in using Internet search engines for the purpose of obtaining information and doing basic research.

TRAVEL REQUIREMENTS

Ability to travel throughout Los Angeles County regularly and other regions as needed.

OTHER SKILLS & QUALIFICATIONS

- Ability to work independently as well as part of a team.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.
- Ability to effectively manage conflict; strong negotiation skills.
- Excellent interpersonal communication.
- Attention to detail, organizational abilities and establishment of priorities

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will sit, talk, hear and use hands up to 3/4 of the time. The employee will stand and walk up to 1/4 of the time. The employee is routinely required to carry and/or lift up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**PLEASE SUBMIT YOUR RESUMÉ AND COVER LETTER TO CHELY ROMERO AT
CHELY@VISIONYCOMPROMISO.ORG**