



JOB ANNOUNCEMENT

NORTHERN CALIFORNIA NETWORK MANAGER

Reports to: Network Director
Program: Network of Promotoras and Community Health Workers
Effective Date: December 18th, 2017
FLSA Status: Exempt
Position Status: Fulltime

PURPOSE OF POSITION

Vision 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 the Network of Promotoras and Community Health Workers.

POSITION SUMMARY

Under the supervision of the Network Director, the Northern California Network Manager will manage the Northern Region activities and annual work plans to ensure Vision y Compromiso provides on time and adequate technical assistance to meet the Network's goals.

ESSENTIAL DUTIES & RESPONSABILITIES

- Set the strategic direction of the annual work plans with the regional committees in the Northern regions of California.
- Oversee the completion of 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, 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.
- Increase the presence and representation of Vision y Compromiso in the Northern CA regions in order to position the organization as an expert in the promotor model.
- Establish new partnerships with organizations integrating and interested in the promotor model.
- Work collaboratively with key staff and consultants to develop documentation and processes to evaluate all Network activities.
- Provide quarterly reports of all Northern California regional activities and other reports as needed for Visión y Compromiso funders.
- Collaborate and build partnerships across VyC's departments in order to advance the organization's policy and advocacy agenda and promote our training and technical assistance services throughout the regions.
- Attend monthly scheduled staff and program team meetings.
- Actively support and participate in other Promotoras Network events.
- Represent the Network in meetings in each region in support of the Network activities.
- 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 RESPONSABILITIES

No supervisory responsibilities are assigned to the position.

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

TRAVEL REQUIREMENTS

Ability to travel to the assigned regions required.

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

With supervisor's approval may work from home office.

WORK ENVIRONMENT

All interested candidates can submit their resumes to Chely Romero, Director of the Network of Promotoras and Community Health Workers at chely@visionycompromiso.org

The position will remain open until it is filled.