

# Visión y Compromiso™



## JOB ANNOUNCEMENT

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| <b>Title:</b>          | Director of the Network of Promotoras & Community Health Workers |
| <b>Reports to:</b>     | Associate Director   |
| <b>FLSA Status:</b>    | Exempt   |
| <b>Effective Date:</b> | August 1 <sup>st</sup> , 2018                                    |
| <b>Location:</b>       | California   |

### PURPOSE OF POSITION

Visión y Compromiso seeks a self-motivated, interdependent, alliance builder and team player with experience working with promotores, community health workers and/or community based leaders to lead the strategic direction of the Network together with the Network Managers and the Network's regional leaders. The Director will oversee the development and growth of the 15 regional working groups, their members and key partnerships in order to build and elevate the role of promotores in advancing the principles of social justice and health equity in each of the geographic areas the Network encompasses.

### DUTIES AND RESPONSABILITIES

- Be a champion and ambassador for the promotor model and its integration into communities and systems of care throughout California and nationally.
- Be the key spokesperson for the Network of Promotoras and Community Health Workers throughout California amongst diverse coalitions and key stakeholders.
- Set the strategic direction for the Network of Promotoras and Community Health Workers in California in collaboration with the Associate and Executive Directors.
- Provide oversight to the development, implementation, monitoring and evaluation of work plans for each regional work group within the Network, in conjunction with the Regional Network Managers.
- Foster and leverage strategic relationships that will support the goals of each regional work group and the work of Visión y Compromiso.
- Seek and contribute to the development of grants and contracts that will benefit the work of the Network.
- Develop, maintain and strengthen positive relationships with the Network's committee members.
- Represent Visión y Compromiso at local, state and national meetings as assigned.
- Oversee the execution of Visión y Compromiso's Legislative Day working in partnership with the Advocacy Manager and the Advocacy Committee.
- Oversee the implementation of assigned projects secured by Visión y Compromiso ensuring that the scope of work is met successfully including the training, supervision and support required of other staff involved.
- Perform other duties as assigned.

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.

## QUALIFICATIONS

To perform 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.

The qualifications listed below are representative of the knowledge, skill, and ability required.

- Demonstrated ability to think broadly in order to plan and problem solve strategically while considering the nuances of the work.
- Demonstrated ability to lead a team of leaders and collaboratively develop a plan that is successfully implemented.
- Demonstrated 5 years of related organizing and mobilizing experience with adults and/or families in diverse communities. Prefer experience with Promotores and/or Promotor programs.
- Demonstrated 5 years of related project management experience (development of work plans, report writing, budget monitoring, resource development, evaluation).
- Track record in building successful relationships at a variety of organizational and community levels that have led to leveraging resources and partnerships.
- Understanding of the promotores model or other community lead models and its role in creating health equity in communities in California, nationally and internationally.
- Understanding of the current trends related to the integration of promotores and community health workers into the workforce.
- Demonstrated leadership, coaching, and mentoring skills.
- Demonstrated verbal and written communication, presentation, and interpersonal skills.
- Attention to detail, organizational abilities and establishment of priorities.
- Flexibility and ability to travel up to 50%.
- Computer literate in all Microsoft Office programs.
- Bilingual English and Spanish (speak, read and write).

## LANGUAGE SKILLS

Proficiency in writing grant reports and developing work plans and budgets. Ability to speak effectively to partner organizations, members of the general public, or employees of organization.

## COMPUTER SKILLS

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Internet Explorer or other widely used and supported Internet browsers as well as proficiency with social media platforms like Facebook, Facebook Messenger, Instagram and WhatsApp.

## CERTIFICATES, LICENSES AND REGISTRATIONS

Valid California Class C Driver License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions. Valid automobile liability insurance.

## TRAVEL REQUIREMENTS

This position requires at least 50% travel time.

## KNOWLEDGE & OTHER ABILITIES

Proficiency in the principles and methods of office management and modern office procedures, systems and equipment.

## CORE COMPETENCIES

Ability to establish and maintain effective and collaborative working relationships with co-workers, public officials and the general public.

Able to effectively work with overlapping projects and deadlines.

Adaptable and reliable in the face of conflict, crisis, or changing priorities.

Ability to participate in a team setting and provide support by managing multiple and often simultaneous tasks, and in contributing to the creation of a work environment that is recognized for a high level of ethical integrity, quality work, , timeliness, cost-effectiveness, accuracy, and results.

## 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 and fingers up to 2/3 of the time. The employee will stand and walk up to 1/3 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.

## CONTACT

Please forward a resume and cover letter to Melinda Cordero-Bárzaga, Associate Director at [Melinda@visionycompromiso.org](mailto:Melinda@visionycompromiso.org).