



## JOB ANNOUNCEMENT

### PROMOTOR COMUNITARIO

VENTANILLA DE SALUD, MEXICAN CONSULATE IN BOSTON

**Title:** Promotor Comunitario  
**Reports to:** Director of Programs  
**Program:** Ventanilla de Salud Consulado de Mexico en Boston (VDS Boston)

**FLSA Status:** Non-Exempt  
**Position Status:** Part-time/short term, up to 20 - 28 hours per week.

#### POSITION SUMMARY

Under the direct supervision of the Director of Programs, the Ventanilla de Salud (VDS) Promotor conducts outreach to members of the Latino community in the Consulate's service area as needed by the VDS program. The VSD Promotor is responsible for coordinating and conducting outreach and promoting the services of the Mexican Consulate and referring individuals and families to local network providers. Conduct follow-up to individuals and families after the referral as needed.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and delivering all reports required.
- Create and submit the quarterly report of activities at the capture site (electronic portal or web page) designed by the Ministry of Health of the United Mexican States, in order to have an update on the operation of the Program quantitative information.
- Meet with all partners of the program quarterly.
- Identify and secure potential sites and groups to conduct outreach and education activities in the assigned county or region.
- Establish appointments with organizational representatives at sites and/or with groups to carry out outreach and education activities.
- Conduct outreach at diverse locations to Latinos to offer the services of the Consulate Office.
- Deliver educational presentations as needed.
- Attend health fairs and community events at large to promote the services of the Consulate Office.
- Maintain and submit timely, accurate, up-to-date records and files on all outreach and education conducted.
- Maintain consistent and constant communication with the Director of Programs regarding all program components and attends scheduled meetings with the program team

***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 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.

## EDUCATION

Preferably: Health Field Related Education, Community Health Worker, Community Outreach Worker, or Health Promotor

## EXPERIENCE

- At least 2 years' experience working with Latino families.
- Basic knowledge of the health care system and social services.
- Experience providing community education.
- Experience conducting outreach in diverse settings.
- Ability to work independently as well as part of a team.
- Ability to write, speak and read in English and Spanish.
- Able to work between 20-28 hours per week.
- Able to maintain a flexible work schedule.

## CERTIFICATES, LICENSES AND REGISTRATIONS

- Valid Massachusetts Driver's License and basic liability car insurance.

## LANGUAGE SKILLS

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

Basic computer skills for the purpose of data entry, sending and receiving email, and calendar scheduling.

## TRAVEL REQUIREMENTS

Ability to travel locally with the assigned region as required. Ability to travel to multiple locations in one day with the designated region as assigned.

## OTHER SKILLS & QUALIFICATIONS

- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.
- Ability to communicate effectively with community members individually and as part of a group setting while conducting outreach and education.
- Ability to develop positive relationships with community members, supervisors and other key project partners.
- Knowledge base about the community, health issues and available resources.

## CONTACT

**Please send your resume via email to:**

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