



JOB ANNOUNCEMENT

PROMOTOR COMUNITARIO

SAN DIEGO COUNTY

Title: Promotor Comunitario
Reports to: Lead Promotor Comunitario
Program: UCSD Mas Fresco – Randomized Control Trial Study
FLSA Status: Non-Exempt
Position Status: Temporary - Part-time (up to 115 hours total)
Effective Date: February 2019 to April 30st 2019

POSITION SUMMARY

Under the direct supervision of the **Lead Promotor**, the Promotor Comunitario will conduct outreach, educational and enrollment activities in ten **UCSD Mas Fresco** special community events scheduled at North Gate Markets in **San Diego County**. The Promotor Comunitario is responsible for completing the required programmatic reporting in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain consistent and constant communication with the Lead Promotor regarding all pertinent Mas Fresco activities assigned.
- Participate in the three day – five hour UCSD Mas Fresco training in February 25 to Feb 28. (~26 hrs. of training).
- Participate in the outreach, educational and enrollment events, scheduled from February to April 2019 by the UCSD Mas Fresco program at the North Gate stores # 21 and # 36 located in San Diego, California.
- Meet and greet the North Gate Market clients during the enrollment events in English and Spanish.
- Educate the North Gate clients about the UCSD Mas Fresco Program benefits and requirements.
- Follow the UCSD Mas Fresco guidelines to enroll clients into a formal study.
- Maintain accurate, up-to-date records and files on all outreach and education activities conducted, including any documentation applicable regarding the requirements for eligibility and compliance with the activities.
- Maintain consistent and constant communication with the Lead Promotor regarding all program components
- Attend all scheduled meetings with the project team, 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 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

There is no minimum educational requirement.

EXPERIENCE

- A minimum of two (2) years of experience working with monolingual and/or bilingual Latino communities
- A minimum of two (2) years of experience conducting outreach and providing community health education.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid California Driver's License and basic liability car insurance.

LANGUAGE SKILLS

Ability to effectively present information and respond to questions from individuals, groups and the general public in Spanish and/or English

COMPUTER SKILLS

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

TRAVEL REQUIREMENTS

Ability to travel locally within the assigned region as required.

OTHER SKILLS & QUALIFICATIONS

- Experience conducting successful outreach in diverse settings.
- Experience in providing educational activities to adults.
- Experience in using technology to enroll clients in a program, study or related activity.
- Ability to work independently as well as part of a team.
- Availability to work the required hours as required by the Mas Fresco program.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.

CONTACT

Please send your resume via email to:

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