



JOB ANNOUNCEMENT

PROJECT COORDINATOR

LOS ANGELES

Title:	Project Coordinator
Reports to:	Director of Programs
Program:	Medi-Medi
FLSA Status:	Non-Exempt
Position Status:	Temporary - Part-time (up to 25 hour per week)
Effective Date:	November 2019 to August 31 2020

POSITION SUMMARY

Under the direct supervision of the **Director of Programs**, the Project Coordinator is responsible for implementing and managing work plans to ensure that outreach, educational and enrollment activities meet projects goals and reporting in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide overall coordination and oversight for promotores from Medi-Medi project.
- Ensure promotores (as) have a current and culturally competent list of local resources.
- Plan and coordinate Medi-Medi outreach, educational and enrollment activities in Spanish and English in Los Angeles, County.
- Provide administrative and supervisory support of promotor activities.
- Ensure outcome measures and documentation are complete and submitted on a monthly basis.
- Ensure the collection of Eligible Beneficiaries data.
- Ensure the collection of household eligibility data.
- Participate in the training provided by CCHI December 2019. Dates to be determined.
- Participate in the outreach, educational and enrollment activities scheduled from December 2019 to August, 2020 in Los Angeles County.
- 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.
- Attend all scheduled meetings with the project team, as needed.
- Represent Visión y Compromiso at meetings or trainings with the sponsoring entity, as requested by the Director of Programs.
- Maintain accurate payroll and reimbursement records for the promotoras working on the project.
- Maintain consistent and constant communication with the Director of Program regarding all pertinent Medi-Medi activities 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.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibilities for a team of four promotores/as

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.
- A minimum of two (2) years of supervisory experience.

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, create forms to be used at outreach, educational and enrollment events, reports and calendar scheduling.

TRAVEL REQUIREMENTS

Ability to travel locally within the assigned region as required.

OTHER SKILLS & QUALIFICATIONS

- Experience of coordinate community projects
- Experience conducting successful outreach in diverse settings.
- Experience in providing educational activities to adults.
- Ability to work independently as well as part of a team. Availability to work the required hours as required by the Medi-Medi Program
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.

CONTACT

Applicants should e-mail or fax a current resume to Hugo Ramirez • Hugo@visionycompromiso.org • fax (213) 613-0633