



PROJECT COORDINATOR KERN COUNTY CENSUS 2020

Title:	Project Coordinator
Reports to:	Program Director
Program:	Census 2020
FLSA Status:	Non-Exempt
Position Status:	Temporary - Part-time
Effective Date:	December 2019 to March 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. The project will take place within Kern County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide overall coordination and oversight for promotores from Kern Census project.
- 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 promotores working on the project.
- Maintain consistent and constant communication with the Director of Program regarding all pertinent Census activities assigned
- Participate in the training provided by Visión y Compromiso during January 2020. Dates to be determined.

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 up to seven (7) 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.

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.
- Ability to work independently as well as part of a team.
- Availability to work the required hours as required by the Kern Census 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