



JOB ANNOUNCEMENT PROJECT COORDINATOR

Title: Project Coordinator
Program: Ventanilla de Salud (VDS), Mexican Consulate in Oxnard, CA
FLSA Status: Non-Exempt
Position Status: Part-time (up to 25 hrs. per week)

ORGANIZATIONAL BACKGROUND

Visión y Compromiso (VyC) is a recognized leader in California for the training, leadership development and advocacy of Promotores and Community Health Workers (P/CHWs). The VyC vision, Hacia una Vida Digna y Sana/Working towards a Healthy and Dignified Life for All, reflects its work to improve socioeconomic and health outcomes of underrepresented communities by enhancing and strengthening Promotores' capacity to serve the community. VyC strengthens the ability of Latino communities to identify issues of concern, confront barriers, propose locally defined solutions, inform policies, change organizational practices, and improve individual and community health outcomes.

POSITION SUMMARY

Under the direct supervision of the Director of Programs, the VDS Program Coordinator is responsible for coordinating the day to day activities of the Ventanilla de Salud, conducting outreach and promoting the services of the Mexican Consulate in its service área

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Social Work or equivalent experience, some form of medical or nursing certification would be preferred. Or minimum of two (2) years' experience working with monolingual and/or bilingual Latino communities conducting outreach and providing community health education.
- Ability to read, analyze and interpret general reports, procedures, or regulations. Ability to complete basic reports and write basic business correspondence.
- Intermediate computer skills for the purpose of data entry, sending and receiving email, and calendar scheduling. Basic use of word processors (i.e. Microsoft Word) spreadsheets (Microsoft Excel) and presentation software (Microsoft PowerPoint or others) is essential.
- Ability to travel within the assigned region as required. Ability to travel to multiple locations in one day.

RESPONSABILITIES INCLUDE THE FOLLOWING

- Maintain accurate, up-to-date records and files on all outreach and education conducted. Compile weekly reports into one monthly report and a subsequent quarterly report and submit it to the appropriate staff at the Consulate office as well as to the program manager as stipulated by the agreement provided by the Secretariat of Health in Mexico.
- Attend bi-annual meetings with the partners nationwide program, in person or via teleconference, to improve coordination and exchange experiences.
- Identify and secure potential sites and groups to conduct outreach and educational activities in the assigned county or region.
- Establish appointments with organizational representatives at sites and/or with groups to carry out outreach and educational activities.
- Maintain consistent and constant communication with the Programs Manager regarding all program components.
- Coordinate and develop a weekly schedule for the VDS's Lead Promotor Comunitario.
- Complete requests for sponsorship opportunities and submit to the Program Manager for final approval.
- Appropriately manage and report expenses of budget, as requested.

CONTACT

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