



JOB ANNOUNCEMENT
PROJECT COORDINATOR
SANTA BARBARA COUNTY

Title:	Project Coordinador
Reports to:	Workforce Training Manager
Program:	Pathways to Employment for Promotores and Community Health Workers (CHW)
FLSA Status:	Exempt
Position Status:	Full Time
Effective Date:	April 2020

POSITION SUMMARY

Under the direct supervision of the Workforce Training Manager, the Project Coordinator is responsible for the overall planning, coordination and implementation of the Pathways to Employment for Promotores and Community Health Workers project in Northern Santa Barbara County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Promote and advance the Pathways to Employment for Promotores and Community Health Workers Project within Santa Barbara County with diverse workforce sectors.
- Identify, train and provide follow-up to 4 cohorts of 12-15 promotores each that will be engaged in the project,
- Ensure outcome measures and documentation is complete and submitted on a monthly basis.
- Submit requested reports to the funding agency and internally to the Workforce Training Manager.
- Oversee the entry of information into the CalJOBS data system by the administrative assistant.
- Attend and participate in scheduled meetings with the different project team members (project team, evaluation team, partners, allied agencies) as project requires.
- Submit invoices as needed.
- Participate in the training provided by AB1111 CAIJOBS. Dates to be determined.
- Oversee that accurate, up-to-date records and files on all activities conducted are maintained.
- Represent Visión y Compromiso at meetings or trainings with the sponsoring entity, as requested by the Workforce Training Manager.
- Oversee that accurate payroll and reimbursement records for the promotores working on the project are kept.
- Maintain consistent and constant communication with the Workforce Training Manager regarding all pertinent Pathways to Employment for Promotores and CHW project 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 part time administrative assistant.

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.

- Attention to detail, organizational abilities and establishment of priorities.
- Computer literate in all Microsoft Office programs.
- Bilingual English and Spanish (speak, read and write).

EDUCATION

There is no minimum educational requirement.

EXPERIENCE

- A minimum of two (5) years of experience working with monolingual and/or bilingual Latino communities coordinating a program or project.
- A minimum of two (3) 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

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Internet Explorer or other widely used and supported Internet browsers as well as proficiency with social media platforms like Facebook, Facebook Messenger, Instagram and WhatsApp.

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 Pathways Employment Promotores and CHW Project
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.

CONTACT

Applicants should e-mail a current resume and cover letter to Miriam Hernandez Miriam@visionycompromiso.org

For more information contact Miriam Hernandez at (213)660-1748