



## JOB ANNOUNCEMENT

### PROMOTOR COMUNITARIO

SAN FRANCISCO

**Title:** Promotor Comunitario  
**Reports to:** Program Manager  
**Program:** Hereditary Breast Cancer  
**FLSA Status:** Non-Exempt  
**Position Status:** Temporary - Part-time 20 hour per week  
**Effective Date:** May 2020 to July 2022

#### POSITION SUMMARY

Under the direct supervision of the **Program Manager**, the Promotor Comunitario will conduct outreach, educational and referral activities in **San Francisco Area**. The Promotor Comunitario is responsible for completing the required programmatic reporting in a timely manner.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Identify and secure potential sites and groups to provide information about Hereditary Breast Cancer project
- Conduct education activities to give the information about Hereditary Breast Cancer Project
- Refer the high risk Hereditary Breast Cancer participants to their Primary Care Physician, Mammogram screening, or genetic counseling.
- Collect and share data of High Risk Hereditary Breast Cancer women with the Program Manager or Principal Investigator
- Participate in the training provide by UCSF: Tu Historia Cuenta and Vision y Compromiso.
- Participate in the outreach, and educational, scheduled from May 2020 to July 2022
- Plan and organized outreach and education activities
- Maintain consistent and constant communication with the Program Manager regarding all program components
- Follow up and help the participants with high risk genetic breast cancer to navigate the health system
- 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 using power point presentation, sending and receiving email, and calendar scheduling. And other software as word, excel, and others

Use of virtual platforms to conduct presentations and social media

## **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 Hereditary Breast Cancer Project.
- 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](mailto:Hugo@visionycompromiso.org) • fax (213) 613-0633 or Miriam Hernandez \* [Miriam@visionycompromiso.org](mailto:Miriam@visionycompromiso.org)