JOB ANNOUNCEMENT
PROMOTOR COMUNITARIO
LOS ANGELES

Title: Promotor Comunitario
Reports to: Coordinator
Program: Every Woman Count (EWC) - National Breast and Cervical Cancer Early Detection Program
FLSA Status: Non-Exempt
Position Status: Temporary - Part-time (up to 20 hours a week)
Effective Date: June 1st, 2020. to June 30, 2021.

POSITION SUMMARY
Under the direct supervision of the Coordinator, the Promotor Comunitario will conduct outreach, educational and referral activities to promote Breast and cervical Cancer screening to EWC.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain consistent and constant communication with the Coordinator regarding all pertinent EWC activities assigned.
- Participate in the training provided by EWC and Vision y Compromiso.
- Provide health education to EWC eligible individuals either in a class setting or individually utilizing the EWC-approved curriculum.
- Contact all EWC-eligible individuals, according to the criteria, schedule and intervals required in the EWC program and navigation guide, to provide assistance, answer questions and encourage regular screening within after two weeks of the health education.
- 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.
- Identify and secure potential sites and groups to provide information about Breast and cervical cancer project
- Maintain consistent and constant communication with the Coordinator regarding all program components.
- 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**

Computer skills for the purpose of data entry during enrollment events, sending and receiving email, and calendar scheduling.

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.
- Experience in using technology to enroll clients in a program, or related activity.
- Ability to work independently as well as part of a team.
- Availability to work the required hours as required by the EWC project with VyC.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.

**CONTACT**

Applicants should e-mail current resume to Hugo Ramirez – Hugo@visionycomromiso.org or Marisela Blancas – marisela@visionycomromiso.org