



JOB ANNOUNCEMENT

PROMOTOR COMUNITARIO

SANTA BARBARA COUNTY

Title: Promotor Comunitario
Reports to: Program Manager
Program: Pathways to Employment for Promotores and Community Health Workers.
FLSA Status: Non-Exempt
Position Status: Part-time up to 25 hours per week
Effective Date: August 1st, 2020

POSITION SUMMARY

Under the direct supervision of the **Program Manager**, the Promotor Comunitario will conduct outreach, educational, and referral activities in Santa Barbara County. The Promotor Comunitario is responsible for completing the required programmatic reporting on time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide time and support to the Pathways to Employment project: reach out to the community to inform and engage.
- Identify and secure potential sites and groups to provide information about Pathways to Employment Project.
- Conduct education activities to give information about Pathways to Employment Project.
- Refer participants to the Pathways to Employment Project.
- Participate in the outreach and educational process scheduled from July 2020 to September 2021.
- Plan and organize outreach and education activities.
- Maintain consistent and constant communication with the Program Manager regarding all program components.
- Follow up and help the participants to navigate the CalJobs system.
- Assist with the recruitment of promotores in the North and the South to participate in the Pathways cohorts
- Assist with the recruitment of promotores as expert mentors in the North and the South.
- Distribute publicity materials to engage promotores, CHWs, and interested residents in the job fairs, panel presentations, Workforce Readiness Training, and other events
- Follow up to the participants of the cohorts.
- 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

Bilingual English/Spanish preferred.

COMPUTER SKILLS

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook), and Internet Explorer or other widely used and supported Internet browsers.

Knowledge of social media and virtual meeting platforms (Zoom, Google Meet, GoToMeeting) to conduct presentations.

TRAVEL REQUIREMENTS

Ability to travel locally within the assigned region as required (Santa Barbara County).

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 to Employment Program.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.

CONTACT

Applicants should e-mail a current resume to Lady Freire • lady@visionycompromiso.org • Phone (415) 680-7632