



## JOB ANNOUNCEMENT

### PROMOTOR COMUNITARIO

LOS ANGELES COUNTY

<b>Title:</b>	Promotor Comunitario
<b>Reports to:</b>	Program Coordinator
<b>Program:</b>	Census 2020
<b>FLSA Status:</b>	Non-Exempt
<b>Position Status:</b>	Temporary - Full-time
<b>Effective Date:</b>	August 2020 to October 31, 2020

#### POSITION SUMMARY

Under the direct supervision of the **Program Coordinator**, the Promotor Comunitario will conduct outreach and educational activities in **Los Angeles County**. The Promotor Comunitario is responsible for completing the required programmatic reporting in a timely manner.

#### ESSENTIAL DUTIES AND RESPONSABILITIES

- Have a general knowledge of Los Angeles County.
- Identify and secure potential sites and groups to provide information about the Census 2020.
- Conduct outreach and education activities, which include, phone banking, virtual educational presentations and tabling to educate community members about the Census 2020.
- Be able to conduct door to door outreach, while practicing COVID safety measures.
- Be comfortable utilizing online platforms to conduct outreach and presentations, which include, Zoom, Google Meet and social media outlets.
- Collect data related to education and outreach activities.
- Participate in the training provided by Visión y Compromiso during August 2020. Date to be determined.
- Plan, organize and conduct intensive outreach and education activities during the self response period in English and Spanish from August 2020 to October 31, 2020 in the assigned region.
- Maintain accurate, up-to-date records and files on all outreach and education activities conducted.
- Maintain consistent and constant communication with the Program Coordinator regarding all pertinent Census 2020 activities assigned.
- 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 position 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 for the purpose of data entry during enrollment events, sending and receiving email, and calendar scheduling.

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

Applicants should e-mail or fax a current resume to Lupe Gonzalez • [lupe@visionycompromiso.org](mailto:lupe@visionycompromiso.org) •