



## **JOB ANNOUNCEMENT**

<b>TITLE</b>	Inland Empire Network Manager
<b>SUPERVISOR</b>	Director, Promotoras and Community Health Workers Network
<b>FLSA STATUS</b>	Exempt
<b>EFFECTIVE DATE</b>	September 21, 2020

### **POSITION SUMMARY**

Under the supervision of the Network Director, the Network Manager will support and ensure the successful completion of the activities included in the annual work plans for regional work groups also known as comités. The ideal candidate will be capable of leveraging resources and developing new relationships to strengthen the presence of the Network of Promotoras and Community Health Workers in the assigned regions.

### **Purpose of Position:**

Visión y Compromiso seeks a self-motivated, independent, alliance builder and team player with experience working as or with promotores and or community health workers to support, expand and strengthen the Network of Promotoras and Community Health Workers in California and the visibility of Visión y Compromiso.

### **DUTIES AND RESPONSIBILITIES**

Plan, facilitate and attend the monthly regional Network committee meetings in the assigned region in collaboration with the regional leaders.

Facilitate the development of the annual work plan with the regional Network committees.

Monitor the progress of and document the activities executed by the committees and develop reports accordingly.

Complete requests and activities as initiated by the Regional committee during monthly meetings and annual work plan development; such activities may include: follow up on items identified in meeting notes, letters of support, meeting reminders, technical assistance, subcommittee meetings, etc.

Maintain consistent and constant communication with the committee leaders and members to ensure each group is meeting their annual goals and objectives and to troubleshoot for any challenges they may experience.

Develop and pursue opportunities and relationships in the regions to raise the visibility of Visión y Compromiso, its programs and services.

Create and pursue opportunities and relationships for collaboration that will lead to the integration of promotores and community health workers into the systems of care within the assigned regions.

Represent Visión y Compromiso at meetings or trainings as requested by the Network Director.

Attend monthly scheduled staff and program team meetings.

Actively support and participate in other Network events, 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.

### **Other Duties**

Manages special projects for VyC as directed, ensuring the deliverable of objectives in a timely manner as stipulated in the contract.

*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.

## **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.*

- 3+ years of proven experience working on the front lines with community members and developing work plans that integrate their voices.
- Proven experience effectively facilitating meetings with community leaders and manage competing agendas as well as staying focused on the goals established.
- Proven experience and success in developing, leveraging and sustaining collaborative partnerships and relationships.
- Advanced organizational skills with the ability to handle multiple assignments, each with different timelines and deliverables.
- Ability to manage and coordinate projects.
- Ability to work independently as well as part of an interdependent team.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.
- Ability to effectively manage conflict; strong negotiation skills.

- Strong verbal communication and interpersonal skills.

### **Core Competencies**

Ability to establish and maintain effective and collaborative working relationships with co-workers, public officials and the general public.

Able to effectively work with overlapping projects and deadlines.

Adaptable and reliable in the face of conflict, crisis, or changing priorities.

Ability to participate in a team setting and provide support by managing multiple and often simultaneous tasks, and in contributing to the creation of a work environment that is recognized for a high level of ethical integrity, quality work, , timeliness, cost-effectiveness, accuracy, and results.

### **Language Skills**

Ability to write routine reports and correspondence. Ability to speak effectively to partner organizations, members of the general public, or employees of organization. Bilingual in English and Spanish, fluency in spoken and written Spanish is required.

### **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.

### **Certificates, Licenses and Registrations**

Valid California Class C Driver License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions. Valid automobile liability insurance.

### **Travel Requirements**

This position requires at least 50% travel time.

### **Knowledge & Other Abilities**

Proficiency in the principles and methods of office management and modern office procedures, systems and equipment.

Please forward a resume and cover letter to Norma Benitez, Director of the Network of Promotoras and Community Health Workers at [norma@visionycompromiso.org](mailto:norma@visionycompromiso.org)