



## COVID 19 RIVERSIDE COUNTY PROJECT

<b>Title:</b>	Project Coordinator
<b>Reports to:</b>	Program Manager
<b>FLSA Status:</b>	Non – Exempt Temporary up to 40 Hours
<b>Effective Date:</b>	September 8, 2020 to January 15, 2021

### PURPOSE OF POSITION

Under the direct supervision of the **Program Manager**, the Project Coordinator is responsible for directing, implementing and managing work plans to ensure that outreach, presentations, workshops, contact tracing and COVID19 testing events meet projected goals and reporting in a timely manner.

### DUTIES AND RESPONSIBILITIES

- Review and approve all implementation plans to ensure that activities align with contract requirements.
- Establish deliverables and timelines for direct reports and oversee the team's day to day activities to ensure that deliverables are met; review day-to-day activities to ensure adherence to deadlines and grant expectations.
- Coordinate all aspects of the outreach, presentations, and COVID19 testing events in Spanish and English in the Riverside County.
- Ensure each new employee has the training needed to fulfill their role within the project.
- Participate in the training pertinent to the project supervised.
- Ensure the project maintains accurate, up-to-date records and files on all outreach and educational activities conducted, including any documentation applicable to the requirements for eligibility and compliance with the activities.
- Attend all scheduled meetings with the project team, as needed.
- Represent Visión y Compromiso (VyC) at meetings or trainings with the sponsoring entity, as requested by the Program Manager.
- Maintain accurate payroll and reimbursement records for the promotoras working on the project.
- Maintain consistent and constant communication with the Program Manager regarding all pertinent activities assigned.

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

Directly supervises at least 5 Promotores and an administrative assistant.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

## 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.

A minimum of five (5) years' experience working with monolingual and/or bilingual Latino communities.

A minimum of five (5) years of project management experience, specifically projects related to health care access and health care coverage in underserved communities.

A minimum of five (5) years of personnel supervisory experience.

## EDUCATION

No education requirements.

## CORE COMPETENCIES

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

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

## CERTIFICATES, LICENSES AND REGISTRATIONS

Valid California Driver's License and basic liability insurance.

## LANGUAGE SKILLS

Ability to read, analyze and interpret general reports, procedures, or regulations. Ability to complete reports and write business correspondence. Ability to effectively present information and respond to questions from individuals, groups and the general public in English and Spanish. *Because of the population served, the ability to read, write and speak in English and 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.

## TRAVEL REQUIREMENTS

Ability to travel to multiple locations in one day as needed.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will sit, talk, hear and use hands up to 3/4 of the time. The employee will stand and walk up to 1/4 of the time. The employee is routinely required to carry and/or lift up to 10 pounds.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment varies depending on the locations at which outreach, and educational activities are conducted. Brief exposure to the elements (cold, rain, wind, sun) in the course of traveling to and from locations and entering and exiting facilities is possible.

## CONTACT

Please forward a resume and cover letter to Marisela Blancas, Program Manager at [Marisela@visionycompromiso.org](mailto:Marisela@visionycompromiso.org)