



JOB ANNOUNCEMENT

Projects Coordinator, Central California Region

Title: Projects Coordinator
Reports to: Director of Programs
FLSA Status: Exempt
Effective Date: January 18, 2021

PURPOSE OF POSITION

Under the direct supervision of the **Regional Programs Manager**, the Project Coordinator is responsible for directing, implementing and managing work plans to ensure that outreach, navigation, educational and enrollment activities meet projected goals and reporting in a timely manner.

DUTIES AND RESPONSIBILITIES

- Reviews and approves all implementation plans to ensure that activities align grant requirements. Oversees the implementation of multiple projects in each assigned region.
- Establishes deliverables and timelines for direct reports and oversees the team's day to day activities to ensure that deliverables are met; reviews day-to-day activities to ensure adherence to deadlines and grant expectations.
- Coordinates all outreach, navigation, educational and enrollment activities in Spanish and English in the assigned counties.
- Ensures each new employee has the training needed to fulfill their role within the projects.
- Meets with each project team on a regular basis to build engagement, provide information, resources, clarity on deliverables and programmatic status.
- Participates in the training pertinent to the programs supervised.
- Ensures the project maintains accurate, up-to-date records and files on all outreach and education activities conducted, including any documentation applicable to the requirements for eligibility and compliance with the activities.
- Attends all scheduled meetings with the project team, as needed.
- Represents Visión y Compromiso (VyC) at meetings or trainings with the sponsoring entity, as requested by the Regional Programs Manager.
- Maintains accurate payroll and reimbursement records for the promotoras working on the project.
- Maintains consistent and constant communication with the Director of Program 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 an administrative assistant and various teams of promotores.

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 specifically on topics related to child development, and social services.

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

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

EDUCATION

Bachelor's Degree (B.A.) from an accredited four-year institution, preferably in Child Development, Mental Health, Public Health, Sociology, Education, or a related field or commensurate experience.

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.

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 50% of time throughout the counties assigned. 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 Alejandra Reyes, Regional Programs Manager at Alejandrareyes@visionycompromiso.org