



COVID 19 KERN COUNTY

PROJECT COORDINATOR/CANVASSER KERN COUNTY

Title:	Project Coordinator
Reports to:	Regional Manager
FLSA Status:	Exempt Temporary
Effective Date:	June 15, 2021, to September 15, 2021

PURPOSE OF POSITION

Under the direct supervision of the **Regional Manager**, the Project Coordinator is responsible for coordinating, implementing and managing work plans to ensure that community outreach and education about COVID 19 prevention, early detection and appointments schedule conducted in the Kern County area while providing support to team to meet projected goals and reports in a timely manner.

DUTIES AND RESPONSIBILITIES

- Review and approve all implementation plans to ensure that activities align with contract requirements.
- Support assigned team with coordinating activities in the community.
- Ensure team members have the appropriate materials and supplies to conduct in person outreach in the community.
- Provide technical support to team to use virtual platforms.
- Provide team with referrals to additional resources in support of the needs of the community.
- Provide ongoing educational support regarding COVID 19.
- 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.
- 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.
- Maintain accurate reimbursement records for the promotoras working on the project.
- Maintain consistent and constant communication with the Regional 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 12 Promotores/canvasser.

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.

Be able to walk or stand 90% of working daily schedule. 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. Exposure to the elements (cold, rain, wind, sun) in the course of traveling, working, and from locations and entering and exiting facilities is possible.

CONTACT

Please forward a resume and cover letter to Alejandra Gonzalez, Regional Manager at Alejandra@visionycompromiso.org