



## JOB ANNOUNCEMENT

### PROMOTOR COMUNITARIO

**Title:** Promotor Comunitario  
**Reports to:** Program Coordinator  
**Program:** Covid-19 LA County  
**FLSA Status:** Non-Exempt  
**Position Status:** Temporary, Part Time 20 hours per week or Full Time up to 40 hours per week  
**Effective Date:** May 26, 2021 to October 31, 2021

#### POSITION SUMMARY

Under the direct supervision of the **Program Coordinator**, the Promotor Comunitario will conduct outreach and educational activities in **Los Angeles County related to COVID 19 prevention, detection and access to the vaccine**. The Promotor Comunitario is responsible for completing the required programmatic reporting in a timely manner.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Identify, secure, and physically attend potential sites and groups to provide information about COVID 19 prevention, education, referral and resource linkages in assigned regions throughout LA County.
- Conduct outreach and education activities to educate community members about COVID 19 prevention, detection, contact tracing and connections to resources.
- Speak to groups in person and through a virtual platform, such as, Zoom.
- Participate in the training provided by Visión y Compromiso. Dates to be determined.
- Maintain accurate, up-to-date records and files on all outreach and education activities conducted and submit them as designated by the Project Coordinator.
- Maintain consistent and constant communication with the Lead Promotora and Program Coordinator regarding all pertinent COVID-19 outreach and education activities assigned.
- Attend all scheduled meetings with the project team, as needed.
- Fulfill other duties as 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

This job 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 in person and virtually.
- Experience in public speaking.
- Ability to work independently as well as part of a team or pair.
- Availability to work the required hours as required.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.

## CONTACT

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