EMPLOYMENT OPPORTUNITY

LEAD PROMOTOR COMUNITARIO

Title: Lead Promotor Comunitario (CALOES1)
Starting Wage: $25 per hour
Reports to: Project Coordinator
Location: Santa Maria County
FLSA Status: Non-Exempt
Position Status: Regular, Part Time (30 hrs. per week)
Effective Date: August 1, 2023, ending on or before December 31, 2024

POSITION SUMMARY

Under the direct supervision of the Project Coordinator, the Lead Promotor is responsible for coordinating, implementing, and managing the project work plans while providing support to the team of Promotores to meet projected goals and reports in a timely manner.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Understands and follows the work plan provided by the Project Coordinator.
- Understands the requirements and restrictions for specific line items outlined in the project budget including printing or office supplies, and equipment and works to meet these; communicates to the Project Coordinator of any potential budget issues.
- Communicates to the team the daily plan of activities provided by the Project Coordinator.
- Maintains and organizes all reports created by the team and provides them to the Project Coordinator.
- Reports emergencies or other issues that occur in the field to the Project Coordinator or Manager.
- Provides and transports equipment and supplies needed by the team for day to day and event activities.
- Participates in meetings with funders and project sponsoring entities if required by the Project Coordinator or Manager.
- Provide technical or logistical support to the team to use virtual platforms and conduct in person outreach as needed.
- Provide the team with referrals to additional resources in support of the needs of the community.
- Regularly review and update program resources to ensure they are current and up to date, facilitating successful referrals for program participants.
- Maintain consistent and constant communication with the Project Coordinator 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

This position requires 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’ experience working with community-based direct service experience with under-resourced communities or communities of color.
• A minimum of two (2) years’ experience conducting outreach and providing community health awareness.
• A minimum of one (1) year of leadership experience within a team specifically focused on outreach and awareness activities OR Minimum of three (3) years of demonstrated leadership experience in a general capacity, showcasing the ability to effectively lead and supervise teams in various contexts.

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.

LANGUAGE SKILLS

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

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. Proficiency in utilizing virtual platforms such as Zoom and Google Meet is required.

TRAVEL REQUIREMENTS

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

PREFERRED SKILLS AND QUALIFICATIONS

• Ability to establish and maintain effective and collaborative working relationships with co-workers, public officials, and the public.
• Ability to monitor the activities of a work plan and conduct community events while networking with other community organizations.
• Experience in providing outreach and awareness activities to adults.
• Experience conducting successful outreach in diverse settings.
• Adaptable and reliable in the face of conflict, crisis, or changing priorities.
• Availability to work evenings, weekends, and some holidays will be required.

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 and fingers up to 10% of the time. The employee will be driving/traveling up to 20% of the time. The employee will stand 40% of the time and walk up to 30% of the time. The employee is routinely required to carry and/or lift 10 pounds and occasionally 25lbs.

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 with the locations at which outreach, and awareness activities are conducted. Brief exposure to the elements (cold, rain, wind, sun) while traveling to and from locations and entering and exiting facilities is possible.

The noise level in these various work environments is typically moderate.
Applications will be open August 1, 2023, until the position has been filled. Please submit resumes and questions to Susana Carranza via email at (susana@visionycompromiso.org).