



## EMPLOYMENT OPPORTUNITY

### WORKFORCE DEVELOPMENT PROJECT MANAGER

<b>Title:</b>	Workforce Development Project Manager
<b>Starting Salary:</b>	\$70,928 per year
<b>Reports to:</b>	Training and Education Director
<b>Location:</b>	Hybrid, Los Angeles
<b>FLSA Status:</b>	Exempt
<b>Position Status:</b>	Regular, Full -Time (up to 40 hours per week)
<b>Effective Date:</b>	September 2023

### ABOUT VISIÓN Y COMPROMISO

Established in 2000, Vision y Compromiso is a nationally respected organization committed to community well-being by supporting promotores and community health workers. The organization provides comprehensive culturally- and linguistically – relevant training, workforce development, leadership opportunities, advocacy, and support to thousands of promotores and community health workers. Highly trained community experts and trusted members of their communities, promotores are characterized by *servicio de corazon* (service from the heart). Our vision: *Hacia una vida y sana* (towards a healthy and dignified life) reflects enhancing promotores capacity to educate, empower and advocate for community change to improve their communities so that all families may know a better way of life.

### POSITION SUMMARY

Under the direct supervision of the Training and Education Director, the Workforce Development Project Manager is responsible for directing, implementing, and managing work plans for a workforce development project in California for promotores to ensure that all project activities meet projected goals and reporting in a timely manner.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Reviews all work and implementation plans to ensure that activities align with grant requirements. Oversees the implementation of the project by the project team in assigned regions by managing deliverables, timelines, and all reporting duties.
- Plans and coordinates a programmatic work plan that is in line with the proposed budget; reviews expense reports and monitors specific program expenses related to the project team to ensure that expenses are submitted and reported monthly.
- Meets with project team on a regular basis to provide information, resources, clarity on deliverables, and programmatic status.
- Collaborate with the Training and Education Director, the Network staff and committee members, and other pertinent VyC staff to plan different meetings with partners or allied agencies that the project requires.
- Ensures the project maintain accurate, up-to-date records and files on all activities conducted, including any documentation applicable to the requirements for eligibility and compliance with the activities. Completes monthly outcome measures and all other reporting components of the project.
- Represents Visión y Compromiso (VyC) at meetings or training with the sponsoring entity, as requested by the Training and Education Director.
- Attend scheduled meetings with the project team, as needed.
- Maintains consistent and constant communication with the Training and Education Director 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.***

### **CORE COMPETENCIES**

- Demonstrated ability to think broadly to plan and problem solve strategically while considering the nuances of the work.
- Understanding of the promotores model or other community lead models and its role in creating health equity in communities in California, nationally and internationally.
- Demonstrated verbal and written communication, presentation, and interpersonal skills.
- Attention to detail, organizational abilities, and establishment of priorities.

### **SUPERVISORY RESPONSIBILITIES**

This position 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**

Bachelor's Degree (B.A) from an accredited four-year institution, preferably in Public Health, Education, Communication or a related field or 5 years of subsequent training and educational experience.

### **EXPERIENCE**

- A minimum of three (3) years' experience working with monolingual and/or bilingual Latino communities specifically on topics related to mental health and social services.
- A minimum of three (3) years of project management experience, specifically projects related to promotores and health care access in underserved communities and completing required reporting.
- Experience managing project budgets and navigating/building both internal and external partnerships to meet projected timelines and goals.

### **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 required if driving.

### **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 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. Proficiency in Google Workspace. Ability to learn and adapt to new technology with provided training.

### **TRAVEL REQUIREMENTS**

Travel is minimal for this position.

### **PREFERRED SKILLS AND QUALIFICATIONS**

- Experience with coordinating community projects and conducting successful outreach in diverse settings.
- 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.
- Exceptional communication skills and time management skills.
- Advanced organizational skills with the ability to handle multiple assignments.
- Ability to work independently as well as part of a team.

### **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 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.*

The noise level in these various work environments is typically quiet to moderate.

### **HOW TO APPLY**

Applications will be open August 30, 2023, until the position has been filled. Please submit resumes and questions to Alma Esquivel via email at ([alma@visionycompromiso.org](mailto:alma@visionycompromiso.org))

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