



EMPLOYMENT OPPORTUNITY

PROMOTOR COMUNITARIO

Title:	Promotor Comunitario
Starting Wage:	\$20 per hour
Reports to:	Project Coordinator
Location:	San Bernardino, CA
FLSA Status:	Non- Exempt
Position Status:	Part Time, Temporary (20 hrs. per week)
Effective Date:	November 2023 ending on or before December 31, 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 digna y sana* (towards a healthy and dignified life) reflects our goal of building 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 Project Coordinator, the Promotor Comunitario will conduct outreach and awareness activities in San Bernardino related to sharing information and resources to meet the needs of formerly incarcerated and justice-involved residents and their families. The Promotor Comunitario is responsible for completing the required programmatic reporting in a timely manner.

HOW TO APPLY

Applications will be open October 26, 2023, until the position has been filled. Please submit resumes and questions to Raymond Jimenez at (raymond@visionycompromiso.org).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Identify and secure potential sites for community events such as health fairs, health screenings, nutrition awareness and physical activity classes, mental health first aid activities and more.
- Conduct outreach and awareness activities to gather information from residents regarding barriers and local needs via neighborhood walk-throughs, listening sessions, town halls and door-to-door outreach.
- Identify and provide resources to individuals and families such as enrollment assistance, coaching and navigation to increase residents' enrollment in local, state, and federal programs.
- Participate in neighborhood clean-up events to promote safety, build trust and community cohesion, and connect residents to City, County, and trusted community-based organizations.
- 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 awareness activities conducted.
- Maintain consistent and constant communication with the Project Coordinator regarding all activities assigned.
- Attend all scheduled meetings with the project team, as needed.

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 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 education requirement.

EXPERIENCE

- No experience is required. Experience conducting outreach and providing community health awareness is preferred.

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 effectively present information and respond to questions from individuals, groups, and the public. Due to the population served, the ability to do so in Spanish and/or English is highly desired.

COMPUTER SKILLS

Computer skills for the purpose of data entry during enrollment events, sending and receiving email, and calendar scheduling.

TRAVEL REQUIREMENTS

The ability to travel within the assigned region as required.

PREFERRED SKILLS AND QUALIFICATIONS

- Experience conducting successful outreach in diverse settings.
- Experience in providing outreach and awareness activities to adults.
- Ability to work independently as well as part of a team.
- Availability to work the required hours as required.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.

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 traveling or driving 10% of the time. The employee will stand 30% of the time and walk up to 50% of the time. The employee is routinely required to carry and/or lift 10 pounds and occasionally 20 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 with the locations at which outreach, and awareness activities are conducted. Exposure to the elements (cold, rain, wind, sun) in the course of traveling to and from locations and entering and exiting facilities is possible.

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

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