



EMPLOYMENT OPPORTUNITY

PROJECT COORDINATOR

Title:	Project Coordinator
Starting Salary:	\$67,704 per year
Reports to:	Regional Programs Manager
Location:	On site, Bakersfield Office
FLSA Status:	Exempt
Position Status:	Regular, Full Time (40 hrs. per week)
Effective Date:	August 2024

ABOUT VISIÓN Y COMPROMISO

Established in 2000, Visión y Compromiso is a nationally respected organization committed to community well-being by supporting promotoras and community health workers. The organization provides comprehensive culturally- and linguistically – relevant training, workforce development, leadership opportunities, advocacy, and support to thousands of promotoras and community health workers. Highly trained community experts and trusted members of their communities, promotoras are characterized by *servicio de corazón* (service from the heart). Our vision: *Hacia una vida digna y sana* (towards a healthy and dignified life) reflects our goal of building promotoras' 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 Regional Program Manager, the Project Coordinator is responsible for directing, implementing, and managing work plans on 1-5 projects (dependent upon each project's workload) to ensure that outreach, navigation, educational and enrollment activities meet projected goals and reporting in a timely manner.

HOW TO APPLY

Applications will be open August 15, 2024, until the position has been filled. Please submit resumes and questions to Alejandra Gonzalez at (alejandra@visionycompromiso.org).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Reviews all work and implementation plans to ensure that activities align with grant requirements. Oversees the implementation of 1-5 projects in assigned regions dependent upon each project workload.
- 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 their team.
- Oversees the team's day to day activities to ensure that deliverables are met; reviews day-to-day activities to ensure adherence to deadlines and grant expectations.
- Coordinates all outreach, navigation, educational and enrollment activities in Spanish and English in the assigned counties.
- Ensures each new employee has the training needed to fulfill their role within the projects and participates in the training pertinent to the programs supervised.
- Meets with each project team on a regular basis to build engagement, provide information, resources, clarity on deliverables, and programmatic status. Provides support to staff for different issues relating to HR, geography, conflict resolution and other areas.
- Creates a calendar of activities and assignments for staff.
- Ensures the projects maintain accurate, up-to-date records and files on all outreach and education activities conducted, including any documentation applicable to the requirements for eligibility and compliance with the activities.
- Represents Visión y Compromiso (VyC) at meetings or training with the sponsoring entity, as requested by the Regional Program Manager.
- Maintains accurate payroll and reimbursement records for the promotoras working on the project; alerts necessary staff if discrepancies occur.

- Maintains consistent and constant communication with the Regional Program 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.

CORE COMPETENCIES

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

SUPERVISORY RESPONSIBILITIES

This position directly supervises Lead Promotoras and various teams of Promotoras. 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.

EDUCATION

Bachelor's Degree (B.S.) from an accredited four-year institution, preferably in Early Childhood Studies or commensurate 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 mental health and health care access in underserved communities.
- A minimum of one (1) year of supervisory experience.

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 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 as well as proficiency with social media platforms like Facebook, Facebook Messenger, Instagram and WhatsApp. Proficiency in Google Suite.

TRAVEL REQUIREMENTS

Ability to travel 50% of time throughout the counties assigned. Ability to travel to multiple locations in one day as needed.

PREFERRED SKILLS AND QUALIFICATIONS

- Proficiency in the principles and methods of office management and modern office procedures, systems, and equipment.
- Ability to establish and maintain effective and collaborative working relationships with co-workers, public officials, and the general public.
- 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.

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. Occasional need to carry and/or lift up to 50 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 educational activities are conducted with project teams. Brief 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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