



## EMPLOYMENT OPPORTUNITY

### PROMOTOR COMUNITARIO

<b>Title:</b>	Promotor Comunitario (UWR1)
<b>Starting Wage:</b>	\$22.50 per hour
<b>Reports to:</b>	Project Coordinator
<b>Location:</b>	Riverside County, Western Region
<b>FLSA Status:</b>	Non-Exempt
<b>Position Status:</b>	Regular, Part Time (up to 32 hours per week)
<b>Effective Date:</b>	September 2024 ending on or before March 31, 2025

### 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 Project Coordinator the Promotor Comunitario Level II will conduct outreach and education about preventing COVID-19, early detection, and contact tracing. The Promotor Comunitario Level II is responsible for completing the required programmatic reporting in a timely manner.

### HOW TO APPLY

Applications will be open August 28, 2024, until the position has been filled. Please submit resumes and questions to Marisela Blancas at ([marisela@visionycompromiso.org](mailto:marisela@visionycompromiso.org)).

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Identify opportunities to conduct outreach activities focusing on communities of color and under-served communities.
- Plan and coordinate outreach events in culturally and linguistically relevant ways; ensuring that content is prepared to communicate to audiences in effectively ensuring alignment with the program curriculum.
- Conduct educational programs in person or on virtual platforms.
- Proactively engage with community participants from educational programs through timely and necessary follow-up to ensure their ongoing engagement and progress within the program.
- Provide information, materials, as well as referral services to members of the community to help them navigate resources and specialized programs they are eligible for.
- Maintain accurate, up-to-date records and files on all outreach and education activities conducted.
- Generate accurate and timely reports on outreach and education activities, and other metrics as directed.
- Maintain consistent and constant communication with the Lead Promotora and Project Coordinator regarding all 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 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**

A High school diploma or equivalent is required.

## **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.
- A minimum of one (1) year of experience utilizing and navigating database technology and connecting community members to relevant services.

## **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**

Proficiency in leading and facilitating engaging discussions and educational presentations for both small and large groups. 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. Due to the population served, the ability to do so in Spanish and/or English is preferred.

## **COMPUTER SKILLS**

Proficiency in utilizing technology to navigate community members to relevant eligible services as needed. Computer skills for the purpose of data entry during enrollment events, sending and receiving email, and calendar scheduling. Comfortable using and learning new technology. Proficiency in utilizing social media as a means of communicating messages to participants and creating program related content. Proficiency in Google Suite, Microsoft Office (Excel, Word, PowerPoint) and zoom or telecommunication software.

## **TRAVEL REQUIREMENTS**

Ability to travel locally within the assigned region as required.

## **PREFERRED SKILLS AND QUALIFICATIONS**

- Experience conducting successful outreach in diverse settings.
- Experience in providing educational activities to adults.
- Ability to work independently as well as part of a team.
- Strong organizational skills, with the ability to effectively link community resources to the specific needs of program participants.
- 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 2/3 of the time. The employee will stand and walk up to 1/3 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.*

Work environment varies with the locations at which outreach, and educational activities are conducted. 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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