



EMPLOYMENT OPPORTUNITY

DIRECTOR OF COMMUNITY WELLNESS

Title:	Director of Community Wellness
Starting Wage:	\$86,583- \$112,588 per year
Reports to:	Senior Director
Location:	California (Hybrid)
FLSA Status:	Exempt
Position Status:	Regular, Full Time (up to 40 hrs. per week)
Effective Date:	December 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

Reporting to the Senior Director, the Director of Community Wellness oversees the development, implementation, and management of Visión y Compromiso's growing community wellness programs. This role manages several facets of the organization's wellness initiatives, including strategic program planning, financial oversight, staffing, and community engagement. The key duties and qualifications focus on strategic program management, leadership, and community health, particularly in underserved Latino communities.

HOW TO APPLY

Applications will be open December 6, 2024, until the position has been filled. Please submit resumes and questions to Melinda Cordero-Barzaga at (melinda@visionycompromiso.org).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Design, implement, and evaluate wellness programs tailored to diverse populations (including unhoused, justice involved, immigrant among others), ensuring alignment with organizational goals and long-term objectives.
- Develop and manage program budgets, track financial performance, and evaluate program impacts for continuous improvement.
- Oversee daily program operations, ensuring compliance with organizational policies, maintaining accurate documentation, and managing stakeholder communications.
- Identify funding opportunities, collaborate on proposals, and secure resources to sustain and grow programs.
- Recruit, train, and supervise program staff, ensuring they are equipped to deliver high-quality services and meet performance standards.
- Lead community engagement efforts, build relationships with stakeholders, and promote health equity through outreach and feedback initiatives.
- Foster a culture of collaboration, innovation, and accountability within the team and with community partners.
- Ensure risk management practices are in place, addressing financial and operational considerations effectively.

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

- Strong management and decision-making skills including the ability to influence, engage, and lead others to new levels of effectiveness and programmatic impact.
- Strong emotional intelligence and the ability to coach, mentor, relate and listen to team members.
- Demonstrated ability to be an analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals while still considering the nuances of the work.
- Superior project management, organizational, teamwork and interpersonal skills.
- Demonstrated ability to lead a team of leaders and collaboratively develop a plan that is successfully implemented.
- Track record in building successful relationships at a variety of organizational and community levels that have led to leveraging resources and partnerships.
- Understanding of the Promotora Model or other community lead models and its role in creating health equity in communities in California, nationally and internationally.

SUPERVISORY RESPONSIBILITIES

Directly supervises an administrative assistant, project coordinators and program managers. 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.A) from an accredited institution in Public Health, Education, or related field and/or commensurate experience.

EXPERIENCE

- A minimum of five (5) years in program management, particularly in community health and education, with a focus on Latino communities.
- 5+ years of Leadership experience is required.
- A minimum of five (5) years of personnel supervisory experience.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid Driver's 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 complex and general reports, procedures, or regulations. Ability to complete complex reports and write business correspondence. Ability to read, analyze and manage a budget. 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 required.

COMPUTER SKILLS

Advanced skills 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. Adaptable to changing technology and familiarity with expense reimbursement software such as Concur, is preferred.

TRAVEL REQUIREMENTS

Ability to travel 50% of time throughout California for fieldwork and meetings. Ability to travel to multiple locations in one day as needed.

PREFERRED SKILLS AND QUALIFICATIONS

- Experience managing large-scale, multi-regional programs.
- Strong conflict resolution and team building abilities
- Ability to work in diverse, dynamic environments and manage change effectively.
- Ability to lead and mobilize others.
- Experience supervising staff in multiple locations (locally, statewide, nation-wide)
- Ability to influence and motivate others, including building and maintaining teams.
- Ability to effectively manage conflict, strong negotiation skills.
- Adaptable and reliable in the face of conflict, crisis, or changing priorities.

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 occasionally 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 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 quiet to moderate.

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