



EMPLOYMENT OPPORTUNITY

PROMOTORA/PROMOTOR COMUNITARIA/O

Title:	Promotora/Promotor Comunitaria/o
Starting Wage:	\$24 per hour
Reports to:	Regional Program Manager
Location:	Los Angeles County
FLSA Status:	Non-Exempt
Position Status:	Regular, Part Time (20 hours per week)
Effective Date:	January 2025 ending on or before June 30, 2025

ABOUT VISIÓN Y COMPROMISO

Established in 2000, Visión y Compromiso is a nationally respected organization committed to community well-being by supporting promotoras/es and community health workers. The organization provides comprehensive culturally- and linguistically – relevant training, workforce development, leadership opportunities, advocacy, and support to thousands of promotoras/es and community health workers. Highly trained community experts and trusted members of their communities, promotoras/es 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/es' 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 Promotora/Promotor Comunitaria/o will conduct outreach and awareness activities within the target communities and regions. The Promotora/Promotor Comunitaria/o is responsible for completing the required programmatic reporting in a timely manner.

HOW TO APPLY

Applications will be open January 17, 2025, until the position has been filled. Please submit resumes and questions to Yoana Luna at (yoana@visionycompromiso.org).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Identify opportunities to conduct outreach activities within the community.
- Conduct outreach and awareness activities to inform community members in culturally and linguistically relevant ways.
- 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.
- Successfully complete internal administrative tasks such as timecards, reimbursement records and other email communications as needed.
- Maintain consistent and constant communication with the Regional Program Manager 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 educational requirement.

EXPERIENCE

- A minimum of one (1) year of experience working with monolingual and/or bilingual Latino communities
- A minimum of one (1) year of experience conducting outreach and providing community health awareness.

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. A bilingual candidate in Spanish and English is required.

COMPUTER SKILLS

Basic computer skills for the purpose of data entry during enrollment events, sending and receiving email, and calendar scheduling. Basic proficiency with Microsoft Office (Excel, Word, PowerPoint) is preferred.

TRAVEL REQUIREMENTS

Ability to travel locally within the assigned region.

PREFERRED SKILLS AND QUALIFICATIONS

- Experience conducting successful outreach in diverse settings.
- Experience with support groups, self-help groups and the utilization of community resources.
- Experience in providing awareness and outreach 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 35% of the time. The employee will be driving/traveling up to 15% of the time. The employee will stand 30% of the time and walk up to 20% of the time. The employee is routinely required to carry and/or lift between 5 to 10 pounds and occasionally 20lbs.

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. 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.