



EMPLOYMENT OPPORTUNITY

LEAD PROMOTORA/PROMOTOR COMUNITARIA/O

Title:	Lead Promotora/Promotor Comunitaria/o
Starting Wage:	\$30 per hour
Reports to:	Program Manager
Location:	Los Angeles, CA
FLSA Status:	Non-Exempt
Position Status:	Regular, Full Time (up to 40 hrs. per week)
Effective Date:	January 2025 to August 31, 2026

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 Program Manager, the Lead Promotora/Promotor Comunitaria/o is responsible for implementing the work plans while providing support to the team to meet projected goals and reports in a timely manner.

HOW TO APPLY

Applications will be open December 23, 2024, until the position has been filled. Please submit resumes and questions to Hugo Ramirez at (hugo@visionycompromiso.org).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Understands and follows the work plan provided by the Program Manager.
- Understands the requirements and restrictions for specific line items outlined in the project budget including but not limited to printing, outreach materials, office supplies, and equipment and works to meet these; communicates to the Program Manager of any potential budget issues.
- Communicates to the team the daily plan of activities provided by the Program Manager.
- Maintains and organizes all reports created by the team and provides them to the Program Manager.
- Reports emergencies or other issues that occur in the field to the Program Manager.
- Provides and transports equipment and supplies needed by the team for day to day and event activities.
- Participates in meetings with funders and project sponsoring entities if required by the Program Manager.
- Provide technical or logistical support to the team to use virtual platforms and conduct in person outreach as needed.
- Provide the team with referrals to additional resources in support of the needs of the community.
- Regularly review and update program resources to ensure they are current and up to date, facilitating successful referrals for program participants.
- Maintain consistent and constant communication with the 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.

SUPERVISORY RESPONSIBILITIES

This position requires 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 two (2) years' experience working with community based direct services with under-resourced communities or communities of color.
- A minimum of two (2) years of experience conducting outreach and providing community health education.
- A minimum of one (1) year of leadership experience within a team specifically focused on outreach and education activities OR Minimum of three (3) years of demonstrated leadership experience in a general capacity, showcasing the ability to effectively lead teams in various contexts.

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 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

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.

TRAVEL REQUIREMENTS

Ability to travel to multiple locations in one day as needed.

PREFERRED SKILLS AND QUALIFICATIONS

- Ability to establish and maintain effective and collaborative working relationships with co-workers, public officials, and the public.
- Ability to monitor the activities of a work plan and conduct community events while networking with other community organizations.
- Experience in providing educational activities to adults.
- Experience conducting successful outreach in diverse settings.
- Adaptable and reliable in the face of conflict, crisis, or changing priorities.
- Availability to work evenings, weekends, and some holidays will be required.

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.

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) while traveling to and from locations and entering and exiting facilities is possible.

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

AA