



## EMPLOYMENT OPPORTUNITY

### PROMOTORA/PROMOTOR COMUNITARIA/O

<b>Title:</b>	Promotora/Promotor Comunitaria/o
<b>Starting Wage:</b>	\$27 per hour
<b>Reports to:</b>	Program Manager
<b>Location:</b>	Onsite, San Fernando Valley
<b>FLSA Status:</b>	Non-Exempt
<b>Position Status:</b>	Regular, Full Time (up to 40 hrs. per week)
<b>Effective Date:</b>	February 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 supervision of the Program Manager, the Promotora/Promotor Comunitaria/o is responsible for conducting outreach and educational activities within the target communities and regions. The role involves engaging with community members through various methods including, but not limited to cohorts, focus groups, classes, presentations, or workshops. These activities will be conducted in the San Fernando Valley. The Promotora/Promotor Comunitaria/o is responsible for connecting individuals to local resources, including health and social services as well as responsible for completing regular required programmatic reporting.

### **HOW TO APPLY**

Applications will be open January 27, 2025, until the position has been filled. Please submit resumes and questions to Fernando Carrillo at ([fernando@visionycompromiso.org](mailto:fernando@visionycompromiso.org)).

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Identify opportunities to conduct outreach and educational activities (including but not limited to door-to-door canvassing, and tabling) within the assigned region.
- Proactively conduct outreach and educational activities to inform community members in culturally and linguistically relevant ways.
- Maintain communication with the participants of the various types of groups to provide class reminders and encourage participation. Proactively engage with participants through timely and necessary follow-up to ensure their ongoing engagement and progress.
- Proactively engage with and follow up with participants to provide wrap-around support for them including but not limited to system navigation and individualized referral services.
- Participate in the training provided by Visión y Compromiso or external agencies. Dates to be determined.
- Maintain accurate, up-to-date records and files on all outreach and awareness activities conducted.
- Maintain consistent and constant communication with the Program Manager regarding all pertinent 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.***

## **CORE COMPETENCIES**

- Ability to collaborate closely and across all VyC departments with a wide range of staff, community members, partner agencies, and funders.
- Understanding of the Promotora Model or other community leadership models and its role in creating health equity, nationally and internationally.
- Demonstrated verbal and written communication, presentation, and interpersonal skills.
- Attention to detail, organizational abilities, and establishment of priorities.

## **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 two (2) years of experience working with monolingual and/or bilingual Latino communities
- A minimum of one (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.
- Experience with navigating the medical health system is preferred.

## **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**

Proficiency in leading and facilitating engaging discussions to raise awareness on various health topics. 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 required.

## **COMPUTER SKILLS**

Proficiency in utilizing technology to navigate community members through the health system 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 Google Suite, Microsoft Office (Excel, Word, PowerPoint) and Zoom or telecommunication software is needed.

## **TRAVEL REQUIREMENTS**

The ability to travel to locally within the assigned region as required.

## **PREFERRED SKILLS AND QUALIFICATIONS**

- Experience conducting successful outreach in diverse settings.
- Experience in providing outreach and 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.
- 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 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.

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