



EMPLOYMENT OPPORTUNITY

PROMOTORA/PROMOTOR COMUNITARIA/O

Title:	Promotora/Promotor Comunitaria/o
Starting Wage:	\$24 per hour
Reports to:	Project Coordinator
Location:	San Bernardino, CA
FLSA Status:	Non-Exempt
Position Status:	Regular, Part Time (up to 20 hrs. per week)
Effective Date:	January 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 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 6, 2025, until the position has been filled. Please submit resumes and questions to Raymond Jimenez at (raymond@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 Project Coordinator 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.

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

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 effectively present information and respond to questions from individuals, groups, and the public. Ability to write simple reports. Due to the population served, the ability to do so in Spanish and/or English is required.

COMPUTER SKILLS

Basic computer skills in word programming, database management, and presentation software, for the purpose of performing data entry during events, running database reports, sending, and receiving email, calendar scheduling, and running presentations. Basic skills in using different platforms for virtual meetings (i.e., Microsoft Teams, WebEx).

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 awareness activities to adults.
- Ability to work independently as well as part of a team.
- 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 10% of the time. The employee will be traveling or driving 10% of the time. The employee will stand 30% of the time and walk up to 50% of the time. The employee is routinely required to carry and/or lift 10 pounds and occasionally 20 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 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 quiet to moderate.

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