



EMPLOYMENT OPPORTUNITY

PROMOTORES INSTITUTE COORDINATOR

Title:	Promotores Institute Coordinator
Reports to:	Director of Training and Education
FLSA Status:	Exempt
Position Status:	Regular, Full Time, Salaried
Wage Range:	\$68,640.00 - \$82,368.00 per year
Effective Date:	April 2025
Location:	Remote from home or from VyC's Los Angeles office, with the ability to travel 50% of the time to multiple locations across the assigned region in a single day.
Schedule:	Typically Monday-Friday with some evening and weekend work as required to meet program objectives.

Position Summary

Under the direct supervision of the Training and Education Director, the Promotores Institute Project Coordinator is responsible for coordinating, implementing, and supervising work plans to ensure that activities align with the Institute's implementation guidelines. This role oversees daily operations, establishes deliverables and timelines, and provides guidance, to ensure that participants receive the necessary support to successfully complete the program, including executing community projects while representing VyC.

How to Apply

Applications will be open April 25, 2025, until the position has been filled. Please submit resumes and questions to Alma Esquivel at (alma@visionycompromiso.org).

Essential Functions, Duties, and Responsibilities

Project Management

- Develop and implement a work plan to ensure that activities align with the Institute implementation guidelines.
- Establish deliverables and timelines; oversee day-to-day activities to ensure that deliverables are met.
- Ensure the project maintains accurate, up-to-date records and files on all Institute activities conducted.
- Monitor expenses and approve applicable expense reports in alignment with the guidelines set by the Finance Department. Assist Management in assessing requests for large expense reimbursements (see Department Director for details), and in strategizing the Institute budget.
- Under minimal supervision, carry out major assignments in conducting the operations of the Institute.
- Exercise discretion and independent judgment with respect to the programs and activities of the Institute.

Participant and Advocacy Committee Coordination and Support

- Provide guidance and coordination to the Instituto de Promotores Advisory Committee (IPAC).
- Ensure each Institute participant has the support needed to successfully carry out their program requirements.
- Coordinate internal and external resources to effectively implement the community projects developed by Institute participants.
- Attend all scheduled meetings with the Institute teams, as needed.
- Ensure each new participant has the training needed to fulfill their learning objectives within the Institute and IPAC.
- Meet with Institute participants on a regular basis to build engagement, provide information, resources, clarity on program goals and expectations.
- Regularly, supportively, and—whenever possible—confidentially discuss both positive and negative appraisals of individual participants' progress with them. Provide concrete suggestions for growth opportunities.
- Work with participants to address opportunities for improvement and to recognize and develop strengths.
- Ensure clear, measurable, and achievable goals are established for each participant. Discuss those goals and participant's progress toward them (or lack thereof) with each participant individually.
- Assist the Department Director in recruitment of all future Institute staff, with recognition that the Coordinator's suggestions and recommendations as to the hiring of other employees will be given particular weight.
- Under the direction of the Department Director and in consultation with HR, develop and implement new job descriptions for assigned positions when appropriate.
- Assist in resolving organizational concerns when needed.
- Regularly remind participants of VyC's values, goals, and expectations, and ensure participants are adhering/contributing to all. (Maintaining VyC's culture and expectations with assigned staff is vital to the success of the projects.)

Compliance and Goal-Meeting

- Participate in meetings and trainings pertinent to the Institute.
- Consistently meet all assigned productivity and outcome goals.
- In all activities, comply with all contracts, funder requirements, and VyC procedures and policies
- Meet or exceed all goals and requirements established by the Training and Education Director for this position.

Additional Duties

- Provide support to other departments as needed.
- Work with vendors, contractors, and consultants to achieve departmental goals, as needed and available.
- Represent Visión y Compromiso (VyC) at meetings with collaborating entities as requested.
- Provide general and administrative support to the Training and Education and designated staff as requested.
- Other duties as 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.

Required Competencies

Education/Experience

- There is no minimum educational requirement.
- A minimum of five (5) years' experience working with monolingual and/or bilingual Latino communities related to promotoras and community leadership development.
- A minimum of five (5) years of project management experience.
- A minimum of three (3) years of supervisory experience, which may include employees, interns, or volunteers..

Skills

- 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 frameworks and its role in creating health equity, nationally and internationally.
- Demonstrated leadership, coaching, and mentoring skills.
- Strong attention to detail and organizational abilities, with a proven track record in prioritizing tasks effectively.
- Strong problem-solving skills, flexibility, and resourcefulness when navigating unexpected situations. Capable of adapting quickly to changing circumstances.
- Strong communication skills with the ability to inspire positive change in others.
- Ability to work independently as well as collaboratively in a team environment.
- Able to effectively work with overlapping projects and deadlines.
- Adaptable and reliable in the face of conflict, challenges, or changing priorities.

Language Skills

- Demonstrated verbal and written communication, presentation, and interpersonal 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 fluently in English and Spanish is required.**

Computer Skills

- Proficiency in Google Suite, Microsoft Office (Excel, Word, PowerPoint), Google Chrome or other widely used and supported Internet browsers, and Zoom or telecommunication software.
- Proficient computer skills for the purpose of data entry, sending and receiving email, and creating forms to be used at educational events, reports, and calendar scheduling.
- Comfort using and learning new technology.
- Proficiency with social media platforms like Facebook, Facebook Messenger, Instagram, and WhatsApp.

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.

Physical and Mental Demands

- Must be able to remain in a stationary position up to 75% of the time.
- Must be able to move about in multiple work environments up to 25% of the time.
- Needs to occasionally move about inside home office to access file cabinets, office machinery, etc.
- Must be able to detect incoming visitors, recognize stakeholders, and inspect printed paperwork.
- Frequently communicates with community members, colleagues, community partners, and other stakeholders. Must be able to exchange accurate information in these situations.
- Constantly operates a computer, smart phone, and other office productivity machinery, such as a calculator, copy machine, and computer printer.

- Must be able to reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust.
- Must be able to multitask without loss of efficiency or accuracy, including the ability to perform multiple duties from multiple sources.
- Must be able to work and sustain attention with distractions and/or interruptions.
- Must be able to maintain regular attendance and be punctual.
- Must be able to understand, remember and follow verbal and written instructions.
- Must be able to complete assigned tasks without direct supervision.
- Must be able to exercise independent judgment and make decisions.
- Must be able to perform under stress and/or in times of urgency.
- Must be able to perform in situations requiring speed, deadlines, or productivity quotas.
- Occasionally works in outdoor weather conditions.
- Frequently moves outreach equipment weighing up to 20 pounds across worksites, into and out of vehicles, and in the community for various class and event needs.

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.

Work Environment

- This job operates primarily remotely from an approved remote or home office, with frequent travel to and work within local offices, community centers, hotels, or conference centers.
- The noise level in these various work environments is typically quiet to moderate.

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.

Equal Opportunity & Non-Harassment

Visión y Compromiso is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

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