



JOB DESCRIPTION

PROJECT COORDINATOR

Title:	Project Coordinator in Tulare County
Reports to:	Workforce Development Director
FLSA Status:	Exempt
Position Status:	Regular, Full Time, Salaried
Starting Wage Range:	\$68,640.00-\$82,368.00 per year
Effective Date:	April 2025
Location:	Remote from home in Tulare County with the ability to travel 50% of the time to multiple locations across the assigned county 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 Workforce Development Department Director, the Project Coordinator is responsible for coordinating, implementing, and managing the work plan for the *Cultivating Prosperity for Promotoras* Project.

Essential Functions, Duties, and Responsibilities

Program Planning and Implementation

- Review all work and implementation plans to ensure that activities align with grant requirements of the *Cultivating Prosperity for Promotoras* Project.
- Plan and coordinate a programmatic work plan that is in line with the proposed budget; review expense reports and monitor specific program expenses related to the program.
- Ensure that deliverables are met; review day-to-day activities to ensure adherence to deadlines and grant expectations.
- Maintain accurate, up-to-date records and files on all outreach and education activities conducted on the project, including any documentation applicable to the requirements for eligibility and compliance with the activities.

Outreach, Coordination, and Training

- Coordinate all outreach, and education in the assigned county.
- Coordinate meetings with the different departments of Visión y Compromiso that are part of the project.
- Coordinate all training components.
- Follow up with program participants and potential employers to ensure successful employment placement.

Staff Supervision and Development

- Ensure each new employee has the training needed to fulfill their role within the projects.
- Meet with each project team on a regular basis to build engagement, provide information, resources, clarity on deliverables and programmatic status.
- Participate in the training pertinent to the programs supervised.
- Ensure that all Project Staff deliver services in a professional manner and in accordance with all departmental and organizational policies and procedures.
- In consultation with Human Resources and the Department Director, coach and correct staff as needed. Thoroughly document all corrective actions, including verbal discussions of concerns. Assist HR and Management in preparing documentation required for further corrective action (e.g. second written discussions of concerns and terminations), with recognition that the Coordinator's suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight.
- Monitor staff members' performance on an ongoing basis sufficiently to determine whether their performance in their jobs aligns with Visión y Compromiso's (VyC's) professional expectations and all departmental and organizational policies and procedures. Quickly and thoroughly identify and correct all areas of concern.
- Regularly, supportively, and—whenever possible—confidentially discuss both positive and negative appraisals of individual staff members with them. Provide concrete suggestions for improving areas of negative performance.
- Work with project staff to address areas of growth and to recognize and develop strengths.
- Ensure clear, measurable, and achievable goals are established for each position and staff member reporting to you. Discuss those goals and staff members' progress toward them (or lack thereof) with each staff member individually.
- Assist the Department Director in recruitment of all project 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.
- Conduct check-ins with assigned staff at least bi-weekly.

- Work collaboratively with assigned staff to ensure project data complies with VyC data standards.
- Strategize, set, and monitor staff schedules in alignment with the goals and priorities set by the Department Director. Review and approve or decline timesheets, time off requests, meal waivers, and expense requests within the policies and procedures set forth by the Finance Department and HR.
- Assist Management in assessing staff requests for Leaves of Absence.
- Monitor staff expenses and approve regular expense reports in alignment with the guidelines set by the Finance Department. Assist Management in assessing staff requests for large expense reimbursements (see Department Director for details), and in strategizing departmental budgets.
- Regularly remind staff of VyC's values, goals, and expectations, and ensure staff 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

- 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 Workforce Development Director for this position.

Additional Duties

- Provide support to other departments as needed.
- Represents Visión y Compromiso (VyC) at meetings or training with the sponsoring entity, as requested by the Workforce Development Department Director.
- Work with vendors, contractors, and consultants to achieve departmental goals, as needed and available.
- Provide general and administrative support to the Workforce Development Department 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.
- A minimum of five (5) years of project management experience.
- A minimum of two (2) years of supervising experience.

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.
- 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.

Preferred Competencies – Nice to Have

- Experience with managing projects related to the integration of promotoras into the workforce.

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.
- Occasionally 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.

Employee and Supervisor Acknowledgement

I acknowledge and understand that receipt of the job description does not imply a promise of employment, nor is it an employment contract of any kind, and that my employment is at will. I further acknowledge that the job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my director at any time that I am unable to perform these functions. This job description in no way states or implies that these are the only duties to be performed by the job holder. Job duties, tasks, work hours and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules, and regulations of the organization.

Visión y Compromiso reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position.

My signature below confirms that I have read and understand this job description.

Date

Employee's Name

Employee's Signature

For Human Resources Use Only: Compensation Level: E8 – Coordinator, WCIRB Code: 8742

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