



## EMPLOYMENT OPPORTUNITY

### PROMOTORA/PROMOTOR COMUNITARIA/O

<b>Title:</b>	Promotora/Promotor Comunitaria/o – L1
<b>Reports to:</b>	Program Manager
<b>FLSA Status:</b>	Non-Exempt
<b>Position Status:</b>	Regular, Part Time (16 hours per week), Hourly
<b>Wage Range:</b>	\$24.00 per hour
<b>Effective Date:</b>	May 1, 2025, ending on or before August 30, 2025
<b>Location:</b>	The person in this position works part-time, primarily “in the field” in Los Angeles County, or from an approved office site.
<b>Schedule:</b>	Variable work schedule including shifts on weekends and evenings

#### Position Summary

Under the direct supervision of the Program Manager, the Promotora/Promotor Comunitaria/o – Level I will conduct outreach and educational activities that may include tabling, promotional work, neighborhood canvassing, and workshops both in-person and virtual. These activities will be conducted in Los Angeles. The Promotora/Promotor Comunitaria/o – Level I is responsible for completing the required programmatic reporting in a timely manner.

#### How to Apply

Applications will be open May 5, 2025, until the position has been filled. Please submit resumes and questions to Roberto Salazar at ([robertosalazar@visionycompromiso.org](mailto:robertosalazar@visionycompromiso.org)).

#### Essential Functions, Duties, and Responsibilities

##### Outreach and Educational Activities

- Identify and secure potential sites and groups to provide information to in the assigned region.
- Proactively conduct outreach and educational activities to inform community members in culturally and linguistically relevant ways.
- Speak to groups in person and through a virtual platform, such as Zoom.
- Participate in town halls, door-to-door canvassing, tabling events to connect with community members, engage them with educational materials including Cell-Ed's mobile learning platform, and identify gaps in existing resources.
- Maintain accurate, up-to-date records and files on all outreach and education activities conducted.

##### Compliance and Goal-Meeting

- Consistently meet all assigned productivity and outcome goals.
- Participate in required trainings.
- Attend all scheduled meetings with the project team, as needed.
- In all activities, comply with all contracts, funder requirements, and VyC procedures and policies.
- Meet or exceed all goals and requirements established by the Program Manager 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.
- Provide general and administrative support to the Program Manager, Director of Community Wellness, 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 one (1) year of experience working with monolingual and/or bilingual Latino communities
- A minimum of one (1) year of experience conducting outreach and providing community health education.
- Experience conducting successful outreach in diverse settings.
- Experience in providing outreach and awareness activities to adults.

##### Skills

- Ability to collaborate closely and across all VyC departments with a wide range of staff, community members, partner agencies, and funders.

- Strong organizational skills, with the ability to effectively link community resources to the specific needs of program participants.
- 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 and effective establishment of priorities.
- Ability to work independently as well as part of a team.
- Ability to maintain a flexible work schedule including shifts on weekends and evenings to meet required program objectives.

#### Language Skills

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

- Basic computer skills in word processing, email, calendar scheduling, and presentation software, for the purpose of performing data entry during events, sending, and receiving email, calendar scheduling, and running presentations.
- Basic skills in using different platforms for virtual meetings (i.e., Microsoft Teams, Zoom, Google Meet, or WebEx).

#### 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 move about in multiple work environments up to 75% of the time.
- Must be able to remain in a stationary position up to 50% of the time.
- Must be able to detect incoming visitors, recognize stakeholders, and inspect printed paperwork.
- Frequently 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.
- Frequently communicates with community members, colleagues, community partners, and other stakeholders. Must be able to exchange accurate information in these situations.
- Frequently 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.

**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 in the field a majority of the time, traveling to community members' locations within local neighborhoods including door-to-door visits and meetings in public spaces like local libraries, clubhouse/rec rooms, community centers, partners' offices, resource fairs, etc. and may work part of the time from an approved remote/home office and/or in a professional office environment.
- 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 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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