



JOB DESCRIPTION

PROMOTORA/PROMOTOR COMUNITARIA/O

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| Title: | Promotora/Promotor Comunitaria/o |
| Reports to: | Physical Health Project Coordinator |
| FLSA Status: | Non-Exempt |
| Position Status: | Regular, Part Time, Hourly |
| Wage Range: | \$24 per hour |
| Effective Date: | July 2025 ending on or before June 30, 2026 |
| Location: | The person in this position works part-time, primarily from different worksites in Los Angeles, California. |
| Schedule: | 20 hours per week. Variable work schedule including shifts on weekends and evenings. |

Position Summary

Under the direct supervision of the Physical Health Coordinator, the Promotora/Promotor Comunitaria/o – Level I will conduct outreach and educational activities that may include hosting workshops, promotional work, and referral activities to promote breast and cervical cancer screening as part of the Every Woman Counts (EWC) program.

How to Apply

Applications will be open June 17, 2025, until the position has been filled. Please submit resumes and questions to Fernando Carrillo at (fernando@visionycompromiso.org).

Essential Functions, Duties, and Responsibilities

Outreach and Educational Activities

- Identify and secure potential sites and groups to provide information to about breast and cervical cancer 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.
- Provide health education, and host workshops, to EWC eligible individuals either in a class setting or individually utilizing the EWC-approved curriculum.
- Contact all EWC-eligible individuals, according to the criteria, schedule, and intervals required in the EWC program and navigation guide, to provide assistance, answer questions and encourage regular screening within two weeks of the health education.
- 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 the training provided by EWC and Vision y Compromiso.
- In all activities, comply with all contracts, funder requirements, and VyC procedures and policies.
- Meet or exceed all goals and requirements established by the Physical Health Project Coordinator 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 Physical Health Project 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.
- 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

- Demonstrated verbal and written communication, presentation, and interpersonal 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 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 and 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.