



EMPLOYMENT OPPORTUNITY

PROMOTORA/PROMOTOR COMUNITARIA/O

Hispanic Federation Colorectal Cancer Screening Project

Title:	Promotora/Promotor Comunitaria/o
Reports to:	Senior Director of Programs
FLSA Status:	Non-Exempt
Position Status:	Regular, Part Time, Hourly
Wage Range:	\$24 per hour
Effective Date:	July 14, 2025, ending on or before November 21, 2025
Location:	On-Site at VyC's Bakersfield Office
Schedule:	20 hours per week. Variable work schedule including shifts on weekends and evenings.

Position Summary

Under the direct supervision of the Senior Director of Programs, the Promotora/Promotor Comunitaria/o – Level I for the Hispanic Federation Colorectal Cancer Screening Project will engage Hispanic/Latino Anthem Blue Cross Exchange members, aged 45–75, residing in Fresno, Merced, Modesto, Stockton, and Visalia, California (“CA’s Central Valley”) to increase colorectal cancer screening rates through culturally tailored education, support, and reminder communications delivered via a structured call and text message campaign.

How to Apply

Applications will be open July 14, 2025, until the position has been filled. Please submit resumes and questions to Hugo Ramirez at hugo@visionycompromiso.org.

Essential Functions, Duties, and Responsibilities

Outreach and Educational Activities

- Conduct initial engagement with the assigned members.
 - Each member must be contacted at least three (3) times, following the provided scripts, with outreach efforts focused on providing educational information about the Fecal Immunochemical Test (FIT) kits, confirming return of the kits, and ensuring members receive their results.
 - Participate in weekly meetings with Hispanic Federation’s Senior Director for Health Initiatives and program team.

Compliance and Goal-Meeting

- Track and document all communications with members using the assigned tracking form.
- Consistently meet all assigned productivity and outcome goals.
- Participate in assigned training.
- In all activities, comply with all contracts, funder requirements, and VyC procedures and policies.
- Meet or exceed all goals and requirements established by management 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, ideally via telephone.
- 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 via structured scripts for telephone and text messages and respond to questions from individuals.
- Because of the population served, **the ability to read, write and speak fluently in Spanish is required.**

Computer Skills

- Effective and competent basic computer skills in word processing, email, calendar scheduling, and virtual meeting software, for the purpose of performing data entry, sending, and receiving email, and calendar as well as 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 a professional office environment up to 25% of the time.
- Must be able to remain in a stationary position up to 75% of the time.
- Must be able to detect incoming visitors, recognize stakeholders, and inspect printed paperwork.
- Constantly 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.

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 a professional office environment, with occasional travel to meetings or trainings in local offices and 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.