



## EMPLOYMENT OPPORTUNITY

### PROMOTORA/PROMOTOR COMUNITARIA/O

<b>Title:</b>	Promotora/Promotor Comunitaria/o – Level 1
<b>Reports to:</b>	Project Coordinator
<b>FLSA Status:</b>	Non-Exempt, Hourly
<b>Position Status:</b>	Regular, Part Time (20 hours per week)
<b>Wage Range:</b>	\$24.00 per hour
<b>Effective Date:</b>	August 2025, ending on or before December 2027
<b>Location:</b>	Hybrid: The person in this position works part-time, primarily “in the field” in Tulare County, and from their home office for occasional administrative duties.
<b>Required Travel:</b>	Local travel in Tulare up to 50% of the time, including to multiple locations within a single day.
<b>Schedule:</b>	20 hours per week. Variable work schedule including shifts on weekends and evenings.

#### Position Summary

Under the direct supervision of the Project Coordinator, the Promotora/Promotor Comunitaria/o – Level I will conduct outreach and awareness-raising activities about extreme heat related illnesses.

#### How to Apply

Applications will be open August 14, 2025 until the position is filled. Please submit resumes and questions to Laura Jaramillo at ([ljaramillo@visionycompromiso.org](mailto:ljaramillo@visionycompromiso.org)).

#### Essential Functions, Duties, and Responsibilities

##### Outreach and Educational Activities

- Identify and secure potential sites and groups to provide information about extreme heat related illness and gather stories about community members lived experiences.
- Proactively conduct outreach and awareness-raising activities to inform community members in culturally and linguistically relevant ways.
- Participate in outreach activities to connect with community members, which may include the following or similar methods, as assigned: door-to-door or community canvassing, virtual or in-person events, phone banking, and setting up and working a table or display at a public location to engage with people and share information.

##### Compliance and Goal-Meeting

- Maintain accurate, up-to-date records and files on all outreach and awareness-raising activities conducted.
- 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 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 Project Coordinator, 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-raising 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, 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.

#### Preferred Competencies – Nice to Have

- Bilingual in Spanish and English

#### Physical and Mental Demands

- Must be able to move about in multiple indoor and outdoor 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 and materials weighing up to 20 pounds across worksites, into and out of vehicles, and in the community for various 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 efficiently perform multiple duties from various sources while maintaining accuracy and productivity.
- 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.
- Regular exposure to the elements (cold, rain, wind, sun) while door knocking, tabling, or participating in other community events is expected.
- 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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