

## **MEND | Meet Each Need with Dignity**

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### **JOB DESCRIPTION**

**POSITION TITLE:** Temporary Community Ambassador Project Lead, SFV-W  
**FLSA STATUS:** Non-exempt  
**REPORTS TO:** Senior Manager of Performance Excellence/Project Director  
**WAGE:** \$30 per hour  
**START DATE:** March 9, 2021 – July 31, 2021

**JOB SUMMARY:** The Hope and Care Program provides direct support, information, and resources to communities impacted by COVID-19. The Project lead SFV-W is responsible for the full implementation of the project in the West San Fernando Valley. The Project Lead will supervise a team of Community Ambassadors and will oversee all activities and efforts towards reaching program goals.

#### **DUTIES AND RESPONSIBILITIES:**

1. Develops a creative and innovative outreach strategy to engage a wide variety of populations, such as immigrants, those with limited English proficiency, disabilities, and others who have experienced impacts due to COVID-19.
2. Supervises project staff in the implementation of the Community Ambassador Project. Including training staff on outreach methods, talking points, and safety measures and reviewing new information regarding project.
3. Ensures sufficient stock of required materials (flyers, PPE, etc.) so that staff may complete assignments.
4. Supports project staff on the field as needed. May be required to lift/carry heavy items required for outreach activity.
5. Responsible for implementation and tracking of key project activities and outcomes. Lead will review and submit daily activity data reports, staff timesheets, activity logs and mileage expense forms.
6. Meets with current key partners and establishes relationships with new partners to host outreach activities. Complete agreement forms with each detailing partnership.
7. Participates in project training sessions and meetings with contracting agency, as required.
8. Responsible to meet or exceed all project objectives.
9. Assists Data Support staff in completing periodic reports as required by the contracting agency.
10. Other duties as assigned and relevant to the project.

#### **Qualifications:**

1. Bachelor's degree in Public Health, Health Education, Health Promotion or related field is required.
2. Bi-Lingual English and Spanish; fluency in other languages such as Tagalog, Armenian, and American Sign language are a plus
3. Strong organizational and follow through skills; adept at tracking data and program outcomes

4. 2 years' leadership experience successfully implementing special/time-limited projects
5. 1 year experience supervising staff and/or volunteers
6. Demonstrated experience with community organizing and campaign development
7. Demonstrated ability to work effectively as a member of a team
8. Experience in leading engaging presentations/teaching/coaching type sessions
9. Position requires extensive local travel
10. Valid CA Driver's License and Current insurance; Must have reliable transportation
11. Excellent internet and research skills
12. Excellent communication and organizational skills; strong written and interpersonal skills
13. Experience working with individuals with diverse ethnic backgrounds
14. Proficient in Microsoft Office (Word, Excel, Access, PowerPoint); and Efforts to Outcomes (ETO) a plus
15. Must be willing to work a flexible schedule to accommodate outreach activities
16. Must be able to lift up to 25 lbs.
17. The successful candidate will be able to manage multiple projects simultaneously, build strong relationships, and be able to set and meet deadlines.

**Time Commitment:** Full time with option of limited remote work (from home). Grant period February-July 2021. Must be able to work a flexible schedule which may include occasional evenings and weekends. Position requires local travel (approximately 50% of the time).

All positions contingent on continued funding.

The above statements reflect the essential functions considered necessary to describe the principle content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job. This is a temporary position with MEND. Position not eligible for MEND sponsored benefits.

To apply, please submit cover letter and resume to [jobs@mendpoverty.org](mailto:jobs@mendpoverty.org) by 3/3/2021.