



Job Description

Position Title: Promotoras Program Lead	Department: Empowerment
Location: Garden City, Kansas	Reports: Saira Galvan

The **Promotoras Program** at El Centro, Inc. is a community-based program designed to empower Latino and immigrant communities through education, advocacy, and leadership development. Promotoras are trained community members who provide culturally relevant support, education, and resources to underserved populations.

The **Promotora Lead** plays a key role in supporting the operations of El Centro, Inc.'s Promotoras program in Western Kansas, with a focus on Garden City and nearby communities. This position requires maintaining a physical presence at the Garden City office for 38 hours per week.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain a **physical presence** at El Centro's offices in Garden City.
2. **Assist in managing daily operations** of the Promotoras program in Western Kansas.
3. **Recruit new Promotoras de Salud** and volunteers in Garden City and nearby cities.
4. **Development of weekly working plans:** Supported the development of weekly working plans, maintained and sent documents, records, and databases to the Program Coordinator, and attended meetings as a representative of El Centro, Inc.
5. Assist the Program Coordinator in maintaining **accurate attendance records** for community education classes in Western Kansas.
6. Develop a **monthly calendar of activities** for the Promotoras in Western Kansas.
7. Establish and maintain **partnerships with community providers** to support logistics and community education efforts through the Promotoras program.
8. Organize, coordinate, and/or participate in approved and planned **community events** with Promotoras in Western Kansas.
9. Uphold the **mission, vision, and strategies** of El Centro, Inc. and collaborate with staff to deliver services and fulfill the responsibilities associated with the senior management role.

QUALIFICATIONS

- **Empathy** for Latino and immigrant communities.
- Demonstrated **commitment to community** and ability to work collaboratively in a team environment.
- Experience in **community education**.
- **Bilingual English/Spanish** communication skills, both written and verbal, are essential.
- **Excellent organizational skills** and attention to detail.
- **Proficiency in computer applications** (e.g., Microsoft Office, database management).
- Ability to identify and respond to **social, economic, and cultural challenges**.
- Ability to **thrive in high-stress environments** when necessary.
- **High School diploma or GED** with a minimum of two years' experience in customer service or related fields.
- Flexibility to work **evenings and weekends** as needed for program activities.

This role offers an opportunity to make a meaningful impact in Western Kansas through collaboration, education, and community engagement, all while advancing the mission of El Centro, Inc.

Signatures

This job description has been approved by all levels of management:

Manager_____ Date_____

HR_____ Date _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____