

JOB DESCRIPTION

Title: Promotoras Program Lead FLSA Status: Full Time, Non-Exempt	Reports to: Director of Empowerment
Department: Empowerment Team	Date: 2024

Summary: 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 in Kansas City plays a key role in supporting the operations of El Centro, Inc.'s Promotoras program focus on Wyandotte, Johnson counties and Missouri cross border. The Promotora Lead in Kansas City plays a key role in supporting the operations of El Centro, Inc.'s Promotoras program, focusing on Wyandotte, Johnson, and nearby Missouri counties.

ESSENTIAL RESPONSIBILITIES/FUNCTIONS

1	Maintain a Full-time physical presence at El Centro's offices.
2	Assist in managing daily operations of the Promotoras program in Kansas City.
3	Support the Coordinator on the Recruitment of new Promotoras de Salud and volunteers in Kansas City and nearby Missouri counties.
4	Support on Develop the weekly working plan, maintained and sent documents, records, and databases to the Director and 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 Kansas City.
6	Assist in developing monthly calendar of activities for the Promotoras in Kansas City.
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 Kansas City and 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.
10	All other duties as assigned by your supervisor

KEY COMPETENCIES/SKILLS

- 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.

POSITION REQUIREMENTS & PREFERENCES

Education and Experience

- High School Diploma or GED - Required
- Bilingual – In Spanish & English, both written and oral – Required.
- Experience in customer service/case management with diverse clients - Preferred.

ADDITIONAL REQUIREMENTS

- Attitudes, knowledge, and skills to deliver culturally competent services.

- **El Centro, Inc. is an Equal Opportunity Employer**

Signatures

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

Manager _____ Date _____

HR _____ Date _____

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

Employee _____ Date _____