



The Chicano Federation

TO CREATE AND PROMOTE EMPOWERING OPPORTUNITIES FOR OUR COMMUNITY

JOB TITLE: Community Engagement Associate

EMPLOYMENT TYPE: Full-time

HOURLY PAY: \$20.00 - \$22.00

GENERAL FUNCTIONS:

Under the direction of Director of Engagement and Impact the programs Associate will conduct daily outreach and educational activities to promote San Diego Latino Health Coalition partnership, COVID-19 awareness, Rental Assistance Program and other outreach programs as assigned. The ideal candidate will be an outgoing, high customer service -oriented individual representing Chicano Federation in the communities we serve.

ESSENTIAL FUNCTIONS:

- Participate in outreach events to bring awareness and resources to the community.
- Responsible for completing the required programmatic reporting in a timely manner.
- Identify, secure, and physically attend potential sites and groups to provide information about the programs, education, referral and resource linkages in assigned regions throughout San Diego County.
- Conduct outreach activities to educate community members about COVID 19 prevention, detection, contact tracing and connections to resources.
- Speak to groups in person and through a virtual platform, such as, Zoom.
- Participate in trainings deemed necessary by program leads.
- Maintain accurate, up-to-date records and files on all outreach and education activities conducted and submit them as designated by the supervisors of the programs.
- Maintain consistent and constant communication with the program Manager and Supervisor regarding all
- Program outreach efforts.
- Daily appointment scheduling and tracking of calls.
- Administrative duties.
- Ability to work independently as well as part of a team or pair.
- Attend all scheduled meetings with the teams, as needed.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.
- Fulfill other duties as assigned.

EDUCATION:

High School or GED equivalent.

EXPERIENCE:

A minimum of two (2) years of experience working with monolingual and/or bilingual Latino communities.

A minimum of two (2) years of experience with customer service conducting outreach.

Ability to effectively present information and respond to questions from individuals, groups and the general public in Spanish and/or English.



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COMPUTER SKILLS:

Basic computer skills for the purpose of data entry during enrollment events, sending and receiving email, and calendar scheduling.

OPERATING RESPONSIBILITY:

Must interact with agency employees at all levels in a personal and respectful manner.
Requires excellent communication skills to represent the agency in a professional manner.
Confidentiality is of major importance for this position in dealing with private information daily.
Must present a positive attitude and work independently.

WORKING CONDITIONS:

Works in an office environment. Travel required. Must have a vehicle, current driver's license and proof of insurance. Will be required to travel to various locations within the assigned region.