



Clínica Msr. Oscar A. Romero Community Health Centers

JOB ANNOUNCEMENT

Position Title: Program Coordinator
Department: Community Organizing
Status: Full Time / Casual Position
Hourly Rate: \$13.00 hr

Cover Letter and Resume to: Sandra Rossato, Human Resources, fax: (213)201-2616 or e-mail: srossato@clinaromero.com. No phone calls please.

Position Summary: The Program Coordinator recruits community members and patients of Clinica Romero to take part on the Boyle Heights Collaborative and to become a member of the NACMOAR (Neighborhood Association of Clinica Msr. Oscar A. Romero). Educate community members related to health care reform and about the Boyle Heights Building Healthy Communities initiative. Participates in initiatives and meetings related to the BH Building Healthy Communities effort. The Program Coordinator will focus its work at the Marengo site. The position requires both office and field work.

Duties and Responsibilities:

- Identify and recruit community members to participate in the BH Collaborative and in Clinica's NACMOAR (Neighborhood Association of Clinica Msr. Oscar A. Romero)
- Implement the tasks to accomplish the goals and outcomes of the work plan for BH
- Establish professional relationship with community residents, organizations and agencies of the area.
- Conduct neighborhood meetings, forums, and other community activities as they relate to the Department's goals and objectives.
- Support Departmental Director in compiling documentation for reports and audits.
- Develop necessary materials as needed in Spanish and English
- Other duties as assigned by supervisor.

Requirements:

- Bachelors Degree preferred and three years experience on recruitment community members for programs
- Bilingual English/Spanish required
- Minimum of three years experience with training on leadership and community development.
- Excellent verbal and written communication skills in Spanish and English to submit reports to Department Director.
- Knowledge of the Boyle Heights, current political and economic dynamics
- Excellent computer skills required (Word, Excel, Power Point, Internet, Outlook and Access)
- Knowledge of popular education methodology for community development.
- Demonstrated experience working with social change initiatives at grassroots level organizing.
- Work independently, ability to manage multiple tasks and programs, and be a team player within and outside of the department and of Clinica Romero.
- Excellent networking skills
- Experience and excellent interactive skills for group presentations
- Independent and self starter, candidate should be able to take initiative by providing ideas, work plans on program development.
- Valid CA Driver license, good driving record and proof of car insurance
- Available and flexibility to work evenings and weekends as needed.

CLINICA MSR. OSCAR A. ROMERO IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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