

MEND | Meet Each Need with Dignity

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JOB DESCRIPTION

POSITION TITLE: Community Ambassador I- Temporary
FLSA STATUS: Non-exempt
REPORTS TO: Senior Community Ambassador/ Lead
LOCATION: Onsite with offsite activities
WAGE: \$22.66 per hour
START DATE: November 1, 2023
END DATE: December 22, 2023 (with possibility of extension)

ABOUT MEND:

MEND-Meet Each Need with Dignity is a nonprofit organization headquartered in Pacoima, CA serving the crisis needs of the most vulnerable community members. Operating the San Fernando Valley's most extensive Community Nourishment Programs, MEND distributes almost 4 Million lbs. of good food a year. And, in alignment with MEND's mission and long-term commitment to strengthen families & the community, MEND helps individuals address and overcome the long-term challenges that have kept them from thriving. MEND is an equal opportunity employer.

JOB SUMMARY: Under the direction of the Senior Community Ambassador, the Community Ambassador I is responsible for providing direct support, information, and resources to individuals and families to address the social service needs as a result of continued health disparities and other social determinants of health that persist in our communities. The Community Ambassador will conduct community outreach through virtual events, in-person events, tabling, and door-to-door canvassing, providing information on MEND services, Mental Health Best Practices, Social Determinants of Health, Community Resiliency Model, and resources and referrals. The ideal candidate will have previous community organizing experience and strong formal and informal networks in our target communities within SPA 2.

ESSENTIAL FUNCTIONS:

1. Conduct outreach in an effort to bring awareness of services available through MEND and/or other community agencies primarily through:
 - a. Door-to-door canvassing
 - b. Tabling at events and non-events
 - c. Other outreach methods as assigned.

2. Conduct and coordinate trainings for community members on the Community Resiliency Model, COVID safety, and others that benefit general wellbeing and safety.
3. Support the distribution of concrete supports to community members through the Diaper Distribution, First Steps, Hope Wellness Care and other onsite and offsite events as assigned.
4. Prepare and assemble required materials (flyers, kits, concrete support, etc.) for:
 - a. Essential item delivery to households in quarantine or isolation
 - b. Event distribution
5. Supports organizing and recording donated supplies.
6. Maintains knowledge and awareness of the Community Ambassador Network through active participation of required trainings and meetings.
7. Complete and submit Daily Activity Data reports to Lead on a daily basis.
8. Other duties as assigned and relevant to the project.

PHYSICAL REQUIREMENTS:

- Ability to occasionally move supplies and equipment weighing up to 50 lbs for various outreach event needs and frequently lifting of up to 25 lbs, with constant lifting of small objects.
- Frequently assemble, lift and carry materials and supplies required for activity.
- Perform sustained, repetitive, manual and circular motion tasks with the upper extremities.
- Must be willing to frequently be on feet 4-6 hours of a nine-hour day.
- Must be willing to constantly work in outdoor temperatures with a frequency of being in noisy and dusty environments.

QUALIFICATIONS:

- High School Diploma or Equivalent, required
- Bi-lingual; fluency in languages such as Spanish, Tagalog, Armenian, and American Sign language are required
- Experience with community organizing 2 years minimum required
- Existing formal and informal networks in Service Planning Area 2, required
- Understanding of available public and private supports for holistically increasing an individual's mental wellness.
- Experience in leading engaging presentations/teaching/coaching type sessions
- Ability to work independently and as a team player.
- High energy, friendly, organized, and detailed-oriented.
- Valid CA Driver's License and Current insurance; Must have reliable transportation, position requires extensive local travel
- Excellent internet and research skills; Proficient in Microsoft Office (Word, Excel, Access, PowerPoint);
- Excellent communication and organizational skills; strong written and interpersonal skills
- Experience working with individuals with diverse ethnic backgrounds

- Must be willing to work a flexible schedule to accommodate outreach activities.

Time Commitment:

Full time temporary position 70 hours per bi-weekly pay period (weekly schedule may vary based on community events and organizational needs). Grant term: July 1, 2023-December 22, 2023, with the possibility of extension. Must be able to work a flexible schedule which will include occasional evenings and weekends. Position requires extensive local travel.

All positions contingent on continued funding.

All County-funded workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

To apply, please submit cover letter and resume to jobs@mendpoverty.org. Position open until filled.

The above statements reflect the essential functions considered necessary to describe the principal 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.

MEND, named the 2022 Daily News Reader's Choice FAVORITE WORKPLACE, is an equal opportunity employer committed to a diverse and inclusive workforce. We foster a culture that honors different perspectives, opinions, and backgrounds. Company culture is at our core.

Culture

- Warm and welcoming environment
- Staff and volunteers have a passion for making the world a better place
- Investment in, care and appreciation for all employees
- Celebrate success together at staff meetings, annual holiday celebration and for outstanding achievements
- Emphasizes personal and professional skill development through quarterly performance appraisals and regular 1:1 meetings with management
- Commitment to program excellence and impact

Core Values

- Excellence in programs, outcomes, and operations
- Informed, holistic approaches through active listening and credible messengers
- Integrity in our actions, building trust in our community and donors
- Transparency and integrity in all we do
- Dignity & respect for those we serve and each other