**MEND | Meet Each Need with Dignity**

10641 N San Fernando Road

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**www.MendPoverty.Org**

**JOB DESCRIPTION**

**POSITION TITLE**: Temporary Community Ambassador, SFV-W



**FLSA STATUS:** Non-exempt

**REPORTS TO:** Community Ambassador Project Lead

**WAGE:** $25 per hour- 36 hours per week

**START DATE:** June 2021 – August 31, 2021

**JOB SUMMARY**: The Community Ambassador is responsible for providing direct support, information, and resources to communities impacted by COVID-19 in the West San Fernando Valley.

**DUTIES AND RESPONSIBILITIES:**

1. Build relationships with community members and community agencies in an effort to bring awareness of services available through MEND and/or other community agencies.

2. Provide information to community members about MEND/Community programs and resources

3. Provide referrals to other services as needed.

4. Assist community members with creating appointments for testing as needed.

5. Conduct outreach primarily through:

a. Door-to-door canvassing,

b. COVID Safety and Prevention presentations, c. Tabling at events, and

d. Delivering essential items to households in quarantine or isolation due to COVID-19. e. Other outreach methods as assigned.

6. Lift and carry materials and supplies required for activity.

7. Distribute masks, hand sanitizer and other supplies directly to community.

8. Attend team meetings and/or required Community Ambassador training.

9. Complete and submit Outreach Data Reports on a daily basis

10. Other duties as assigned and relevant to the project.

**Qualifications:**

1. Bi-lingual English and Spanish; fluency in other languages such as Tagalog, Armenian, and

American Sign language are a plus

2. Demonstrated experience with community organizing

3. Experience in leading engaging presentations/teaching/coaching type sessions

4. Position requires extensive local travel

5. Valid CA Driver’s License and Current insurance; Must have reliable transportation

6. Ability to lift up to 40lbs

7. Excellent internet and research skills

8. Excellent communication and organizational skills; strong written and interpersonal skills

9. Experience working with individuals with diverse ethnic backgrounds

10. Demonstrated ability to work effectively as a member of a team

11. Proficient in Microsoft Office (Word, Excel, Access, PowerPoint);

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

**Time Commitment**: Full time with option of limited remote work from home. Grant period through August 2021. Must be able to work a flexible schedule which may include occasional evenings and weekends. Position requires local travel.

All positions contingent on continued funding.

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.