

**MEND | Meet Each Need with Dignity**  
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**[www.MendPoverty.Org](http://www.MendPoverty.Org)**



### **JOB DESCRIPTION**

**POSITION TITLE:** Community Ambassador-PHI  
**FLSA STATUS:** Non-exempt  
**REPORTS TO:** Project Coordinator  
**WAGE:** \$25 per hour  
**START DATE:** July 2021

**JOB SUMMARY:** The Community Ambassador will conduct vaccine-related community outreach aimed at increasing vaccination rates in communities highly impacted by COVID-19. The Community Ambassador will also provide direct support, information, and resources to individuals/families impacted by COVID-19 and the San Fernando Valley community at-large.

#### **DUTIES AND RESPONSIBILITIES:**

1. Conduct Vaccine Outreach in communities that have been disproportionately burdened by COVID -19 through door-to-door canvassing, tabling at events, and other outreach methods as assigned. Areas of focus:
  - a. Promote Community Forums, including information sessions led by Health Educators regarding COVID-19 vaccine efforts and the process to get vaccinated
  - b. Promote vaccine sites in targeted zip codes, assist clinics with outreach and/or registration.
2. Provide information to community members about MEND/Community programs and resources
3. Provide referrals to other services as needed.
4. Lift and carry materials and supplies required for activity.
5. Distribute masks, hand sanitizer and other supplies directly to community.
6. Attend team meetings and/or required Community Ambassador training.
7. Complete and submit Daily Activity Data reports on a daily basis
8. Other duties as assigned and relevant to the project.

#### **Qualifications:**

1. Bi-lingual English and Armenian or Tagalog; fluency in other languages such as Spanish 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 40 lbs

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, 35 hours per week; may include some evenings and weekends. Grant period May 1-September 30, 2021. Must be able to work a flexible schedule. Position requires extensive 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. Position eligible for MEND sponsored benefits.

To apply, please submit cover letter and resume to [jobs@mendpoverty.org](mailto:jobs@mendpoverty.org). Position open until filled.