

**MEND | Meet Each Need with Dignity**  
10641 N San Fernando Road  
Pacoima, CA 91331  
**Phone | 818.896.0246**  
**www.MendPoverty.Org**



### **JOB DESCRIPTION**

**POSITION TITLE:** Community Ambassador (temporary)  
**FLSA STATUS:** Non-exempt  
**REPORTS TO:** Community Ambassador Project Lead  
**WAGE:** \$25 per hour, 32 hours per week  
**START DATE:** July 2021  
**END DATE:** TBD

**JOB SUMMARY:** The Community Ambassador is responsible for providing direct support, information, and resources to individuals/families impacted by COVID-19 and the East San Fernando Valley community at-large.

### **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 COVID-19 vaccination and 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. Conduct in-reach at MEND during service hours and special events.
8. Distribute masks, hand sanitizer and other supplies directly to community.
9. Attend team meetings and/or required Community Ambassador training.
10. Complete and submit Daily Activity Data reports on a daily basis
11. 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 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 position, temporary assignment. Must be able to work a flexible schedule which may include occasional evenings and weekends. 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.