

## **Job Description**

### **Promotora Healthy Living Program**

**Job Title:** Promotora Administrative Specialist

**Employment Status:** Regular Full Time

**Salary:** \$25,000 - \$28,000

**Location:** Primary Location Riverview, FL (local travel throughout Hillsborough County)

#### **Organizational History and Background Description:**

Established in 1992, Hispanic Services Council's mission is to increase access and opportunities for Latinos and influence the systems that serve them. HSC is a private, non-profit organization whose work focuses on developing opportunities that result in an educated, healthy, prosperous, and engaged Latino community. To achieve our mission and purpose, our programs focus on increasing the academic performance of Latino children through parental involvement, improving healthy living, and eating behaviors, and improving the quality of life through civic engagement of Latinos at all levels in our community.

#### **Position**

The Promotora Administrative Specialist (AS) will be an energetic and passionate individual who will aid and support a team of Community Health Workers/Promotoras de Salud as they conduct health promotions, health education, and application assistance that meets the needs of diverse audiences and help influence healthy living and wellbeing for marginalized communities in Hillsborough County. The AS will report to the Project Director and Program Manager.

#### **Key Duties and Responsibilities**

- Receive, review, and process Promotora reports on a timely basis and follow up for accuracy and completeness.
- Perform data entry utilizing a variety sources (paper, spreadsheets, and reporting databases) to facilitate weekly, monthly, quarterly, and annual reporting information.
- Extract information from various sources to compile reports and update case status.
- Create and maintain all client files with order, security, and accuracy for audit purposes.
- Ensure confidentiality of client and data collected and stored.
- Generate statistical reports to compare, analyze, and verify data entered with source documents.
- Work extensively with MS Excel, Word, Outlook, Zoom, Sharepoint, Survey Monkey, Microsoft Office, Creative Cloud
- Field technical support issues from Promotoras and work with IT contractor to resolve issues.

- Responsible for answering the phone, establishing reason for calling, and resolving issue by contacting appropriate person that can help the client.
- Facilitate, coordinate, and attend and document weekly team meetings under the guidance of leadership.
- Print or order educational/program materials.
- Conduct basic accounting and purchasing for program and maintain inventory control.
- Responsible for cleaning and maintaining office space organized.
- Other administrative duties as assigned.

#### **Required Qualifications**

- Bi-Lingual Fluency (Spanish and English) written and verbal communication skills
- Excellent computer skills and proficiency in Microsoft Office Suite (Excel, Word, Outlook)
- Excellent typing skills with speed and accuracy (over 50 words a minute)
- Good knowledge of correct spelling, grammar, and punctuation
- Experience using office equipment like fax machine, printer, tablets, laptops, and scanner.
- Ability to lift 25-pound boxes and transport them to various locations.
- Reliable transportation
- Good attention to detail

#### **Preferred Skill Sets**

- Demonstrated ability to initiate, organize, prioritize, and work independently on multi-step, detail-oriented programs.
- Experience with nonprofit or community-based organizations preferably working with low-income individuals, families, and communities.
- Ability to work effectively with a variety of stakeholders and to cultivate and maintain positive, mutually beneficial relationships.

#### **Additional Information**

There are many program areas of Hispanic Services Council; many of those program areas cross over into others. It is critical for each member of any program area to be willing to work with all other programs, all staff members of those programs and all clients of those programs. We all have a common goal of working with others to ensure HSC's mission of increasing access and opportunities for Latinos is carried out.

Please forward your resume and cover letter to Frances Luna, Program Manager, at [frances.luna@hispanicservicescouncil.org](mailto:frances.luna@hispanicservicescouncil.org). No phone calls please. Thank you!