



7825 North Dale Mabry Hwy Suite #102

Tampa, Florida 33614

P:813-936-7700

F:813-936-7709

www.HispanicServicesCouncil.org

Promotora Healthy Living Program

Job Description

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

Key Duties and Responsibilities

- Receive Promotora reports and timesheets on a timely basis and review for accuracy and completeness.
- Perform data entry utilizing a variety sources (paper, spreadsheets, and reporting databases) to provide leadership with quick access to weekly, monthly, quarterly, and annual reporting information.
- Extract information from data base 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, and Outlook



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- Responsible for answering the phone, establishing reason for calling, and resolving issue by contacting appropriate person that can help the customer.
- Facilitate, coordinate, and attend weekly team meetings under the guidance of leadership.
- Print or order educational/program materials.
- Conduct basic accounting and purchasing for project.
- Maintain inventory control.
- Maintain office calendar & coordinate scheduling.
- 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 projects.
- 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.

Please forward your resume and cover letter to: puentes@hispanicservicescouncil.org