JOB DESCRIPTON

Title: Program Coordinator	Reports to: Director of Empowerment
Department: Empowerment	Date: July 2025

Summary: The Promotora Program Coordinator at El Centro, Inc. supports the daily operations of the Promotoras de Salud and Community Mobilizers programs in Wyandotte and Johnson Counties. Key responsibilities include recruiting and training Promotoras, maintaining accurate records, coordinating event planning and logistics, building community partnerships, and assisting with data tracking and reporting. This role requires strong abilities in community education, communication, organizational, and interpersonal skills, as well as cultural competence and fluency in Spanish and English. A minimum of a high school diploma and 3–5 years of relevant experience is required; a degree in a related field is preferred.

ESSENTIAL RESPONSIBILITIES/FUNCTIONS

1	Assist with managing daily operations of the Promotoras program and Community Mobilizers Program in Wyandotte and Johnson County.
2	Recruiting and training new Promotoras de Salud, Community Mobilizers, and volunteers in both Wyandotte and Johnson County.
3	Developing records, documents, contacts, and assisting with the daily registry for Promotoras and Community Mobilizer program.
4	Supervising and oversight of accurate attendance records for education classes and services held by the Program Educator; Intake specialist, and Community Mobilizers in both Wyandotte and Johnson County.
5	Assist the Program Educator, Intake specialist, and Community Mobilizers in the development of the monthly calendar activities for the Promotoras de Salud and Community Mobilizer Program.
6	Establish and maintain partnerships with community providers as needed for Community Education thru the Promotoras de Salud and Community Mobilizers program.
7	Assist the Program Director on the logistics of the opportunities that the Promotoras and mobilizers can conduct the community educational activities.
8	Assist the Program Director with database tracking and follow-up information in MAACLink.
9	Assist the Program Director with internal and Founders reports and success stories.
10	Assist with the organization of events for the Promotoras and Mobilizers participation and registry attendance.
11	Carry out the mission, vision, and strategies of El Centro, Inc. and Works cooperatively with El Centro staff for other related services and other duties essential to role-modeling inherent in the position of a senior manager at El Centro.
12	All other duties as assigned

KEY COMPETENCIES/SKILLS

- Strong Written and Verbal Communication Skills
- Strong Interpersonal Skills
- Relational Skills
- Organizational and Time Management Skills
- Problem Solving Skills
- Comfortable working with diverse populations
- Ethical Conduct
- Proficient in Word, Excel, Outlook, PowerPoint

POSITION REQUIREMENTS
Education and/or Experience

- Minimum of High School Diploma with 3-5 years of customer service, nonprofit experience
- Associates or Bachelor's degree in health, nutrition or related field preferred
- Minimum of 2 years of Community Education experience
- Bilingual – Spanish/English - required

ADDITIONAL REQUIREMENTS

- Attitudes, knowledge and skills to deliver culturally competent services.

El Centro, Inc. is an Equal Opportunity Employer

El Centro
SU CONEXIÓN A LA COMUNIDAD

Signatures

This job description has been approved by all levels of management:

Manager_____ Date_____

HR_____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____