

Promotora Job Description

- Attend all Promotora trainings, meetings and classes of the Promotora program
- Develop, organize, or produce all health education materials needed for community presentations, classes, activities
- Maintain in good condition and order all materials and equipment, supplies provided to you for your use
- Recruit health education class participants through community outreach (examples include: door to door, outreach at community schools, businesses, community organizations, giving out flyers in front of community businesses, tables at community events, etc.)
- Make phone calls to all community residents enrolled in program classes or activities to remind them of classes or events
- Prepare and study for any and all health education sessions offered
- Organize all equipment, supplies, incentives, certificates and food needed for all health education sessions and or activities
- Provide health education sessions
- Maintain class attendance sheets as well as any required pre or post tests
- Maintain good relationships with session participants
- Maintain health education records and logs as required
- Translate health education materials from English to Spanish as needed
- Communicate to the Promotora Coordinat all needs, issues, concerns