



Community Advocate Coordinator

Job Description

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|-----------------|-----------------------------|
| Department: | Life Empowerment Department |
| Reports to: | Life Empowerment Director |
| Supervises: | |
| Grade: | 8 |
| FLSA Status: | Exempt |
| Effective Date: | March 2024 |

Job Summary

The Community Advocate Coordinator works with LACC programs to educate, inform, and serve the Hispano/Latino community in Delaware through outreach activities using different needs assessments tools within the community. Job duties focus on developing and facilitating advocacy initiatives for the ConeXiones* program based on community needs identified through program activities. Other responsibilities include continuing the LACC's efforts to serve the community increase civic participation and community engagement activities as well as increase representation of this under-served and under-represented community at all levels (Local, State and Federal).

* ConeXiones is vital for improving the Latino/Hispanic community in Delaware through advocacy, education, and health, serving as a crucial link to resources that empower individuals with information, educational access and resources.

Essential Functions

- Actively participate and support ConeXiones and other LACC related programming.
- Collaborate with other community organizations to strengthen partnerships and advocate for the Hispanic/Latino community in the efforts of outreach and engagement.
- Propose legislation that benefits the Hispano/Latino community.
- Participate in local committees, groups, and task forces that advance and strengthen the Hispano/Latino community through partnerships and community engagement initiatives, with a specific focus on advocating for the needs of the Hispanic/Latino community identified through the different assessment tools.
- Conduct outreach activities through listening sessions, needs assessments, focus groups, and questionnaires to provide assertive workshops, educational sessions.
- Encourage and support community members to volunteer and become active community leaders.
- Engage and Empower the community through effective related program actions results.
- Outreach to Hispano/Latino community serving venues such as businesses, churches, service agencies, civic groups, and community coalitions and advocating on topics identified as priority of focus.
- Contribute to program success by keeping abreast of state and local opportunities, services and programs that may benefit clients.
- Actively participate in state-wide coalitions that impacts Hispano/Latino community.
- Maintain strong communication with UnidosUS.



Essential Functions

- Create strategic partnerships that share LACC vision, mission, and values to address community needs as they arise.
- Attempt to garner political backing in order to advance, maintain, and advocate for the programs and needs of the community.
- Attend Team Meetings and Department Meetings.
- Keep detailed records of delivered services, implemented activities, and routine of the program schedule.
- Actively work with the community to increase engagement and participation in voting.
- Be identified by the community as a key LACC's advocacy arm.
- Host Community events LACC invites key partners and stakeholders to improve community wellness outcomes.
- Perform other duties or special projects as required or as assigned.

Knowledge, Skills and Abilities

- Experience in community organizing and/or advocacy
- Strong organizational skills and attention to detail
- Strong public speaking skills
- Strong verbal and written communication skills
- Knowledge of state and community resources
- Ability to work flexible hours when necessary for weekend and evening clinics and outreach events
- Knowledge of and cultural sensitivity to community needs
- Willing to work in different environments, including being office based and spending time on the ground developing outreach activities within the community.

Qualifications

Education: Bachelor's Degree in Human Services or related field and two years of experience in human services or related field or Associates Degree and four years of experience in human services or related field.

Work Experience

Knowledge of community advocacy, health education, and program administration

Licenses Required: Driver's License required for travel to multiple sites

This position requires strong data management and organization skills

Candidates must be fully bilingual (Spanish / English)



| Physical and Environmental Job Requirements | Amount of time | | | |
|---|----------------|--------------|------------|------------|
| | Rarely | Occasionally | Frequently | Constantly |
| Physical Requirements | | | | |
| Sitting - required to sit for extended periods of time without being able to leave the work area | | | X | |
| Standing – required to remain on feet in an upright position for continuous periods of time without being able to leave the work area. | X | | | |
| Walking – required to walk considerable distances in the facility during the course of work. | | | X | |
| Lifting – required to raise or lower objects from one level to another regularly. | | | | |
| Up to 10 pounds | | | X | |
| 11 to 20 pounds | | X | | |
| 21 to 30 pounds | | X | | |
| 31 to 50 pounds | | X | | |
| 51 to 75 pounds (team lifting as appropriate) | X | | | |
| 76 to 100 pounds (team lifting required) | X | | | |
| Carrying – required to carry objects in arms or on the shoulder. | | x | | |
| Pushing – required to exert force up to ___ lbs so that an object can be moved away. | | X | | |
| Pulling – required to exert force up to ___ lbs so that an object can be moved towards employee. | | X | | |
| Climbing – required to climb and work in overhead areas. | X | | | |
| Balancing – required to move between objects or work in overhead areas. | X | | | |
| Stooping – required to bend forward by bending at the waist. | X | | | |
| Kneeling – required to move or support self on knees. | X | | | |
| Crouching – required to bend the legs or spine. | | | | |
| Crawling – required to work in confined space and move about on hands and knees. | X | | | |
| Reaching – required to use hands and arms to reach for or place objects. | | X | | |
| Feeling – required to discriminate between varying textures. | X | | | |
| Grasping – required to pick up objects with fingers. | X | | | |
| Substantial Movements – required to perform substantial movement (motions) of the wrists, hands, and/or fingers. | X | | | |



| Physical and Environmental Job Requirements | Amount of time | | | |
|--|----------------|--------------|------------|------------|
| | Rarely | Occasionally | Frequently | Constantly |
| Eye, Hand, Foot Coordination – required to coordinate the eyes, hands, feet with each other in response to visual stimuli. | X | | | |
| Motor Coordination Skills – required to coordinate eyes, hands and fingers rapidly and accurately and handle precise movements. | X | | | |
| Color Determination – required to identify colors through vision. | X | | | |
| Near Acuity – required close, clear vision with or without correction. | | | X | |
| Depth Perception – required to distinguish depth. | | | X | |
| Tasting – required to distinguish differences in quality of flavors using the tongue. | X | | | |
| Smelling – required to distinguish differences in quality or type of odors using the nose. | X | | | |
| Workplace Environmental Conditions | | | | |
| Noise Conditions – exposed to sound levels sufficient enough to cause hearing loss or fatigue. | X | | | |
| Extreme Heat – exposed to high temperatures that result in significant body discomfort. | | X | | |
| Extreme Cold – exposed to low temperatures that result in significant body discomfort. | | X | | |
| Vibration – exposed to repetitive vibrations. | X | | | |
| Atmospheric Exposures – exposed to dusts, fumes, vapors or mists that could affect health. | X | | | |
| Other | | | | |
| Health Conditions: Exposed to diseases and infections associated with children. | | | X | |
| Hearing: requires ability to hear well enough to converse with staff and vendors. | | | | X |
| Speaking: requires the ability to converse with staff and vendors. | | | | X |



Other Requirements

Supervisor's Approval:

President/CEO's Approval:

Signature

Date

Signature

Date

Employee's Acknowledgement:

I have received, reviewed and fully understand the job description for the Community Advocate Coordinator. I further understand that I am responsible for the satisfactory execution of all duties identified therein, under all conditions as described. I acknowledge LACC's right to amend, change, and alter my actual job duties as well as update this job description as needed.

Signature

Date

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of LACC.