



## LEAD PROMOTORA

### **OUR MISSION**

Responding to community needs, Nuestra Casa partners with residents in disinvested Mid-Peninsula neighborhoods to ensure access to critical services, mentor local leadership, and shift power through community-led advocacy.

### **OUR VISION**

Nuestra Casa envisions a just and thriving community where local voices share the future.

### **WHO WE ARE**

Nuestra Casa has been serving the needs of the immigrant Latinx population of East Palo Alto and surrounding communities since 2002. Our organization rose out of a community assessment conducted by a group of local activists who were concerned about the growing needs of the rising immigrant population. Today, Nuestra Casa is positioned as the premier Latinx serving nonprofit in our community. Over the past five years, our growth has allowed us to expand our services and programming into neighboring communities like Menlo Park (Belle Haven region), North Fair Oaks, and Redwood City. Through our advocacy efforts, we also reach other communities in San Mateo County.

At Nuestra Casa, we welcome our community to a place that feels like home. We stand by their side to help them navigate institutions, build people's power, and use their voice to shape a new, more equitable community. Our programs transform our leaders into advocates actively engaged in our local economy, school district, and civic life. Together, we will build a community that leaves no one behind.

**Position Summary:** The Lead Promotora provides support to the Community Outreach Program Director in coordinating activities, assisting with project management, and streamlining communication and feedback for the Outreach program. This position assists with community outreach initiatives while working under the direct supervision of the Program Director, who maintains full oversight of the promotora team and all projects. The ideal candidate demonstrates strong organizational abilities, reliability, excellent bilingual communication skills (English/Spanish), and comprehensive knowledge of East Palo Alto, Belle Haven, North Fair Oaks, and surrounding communities. The successful candidate will exhibit a commitment to community education, professional service delivery, and collaborative teamwork.

### **Essential Duties and Responsibilities:**

#### **Community Outreach and Service Delivery**

- Collaborate on outreach initiatives that connect community members with vital social services and resources.
- Provide culturally responsive support and referrals to community members navigating complex systems.

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- Act as a trusted advocate to help community members access programs that meet their unique needs.
- Collect and document community feedback through surveys to help inform the organization internally or as external outreach projects.

#### **Program Support and Administration**

- Assist with timely and accurate data collection, tracking, and reporting.
- Maintain clear and consistent documentation of all work performed in alignment with organizational and funder requirements.
- Maintain the outreach office space by ensuring the office is clean, organized, and stocked with the appropriate outreach materials.
- **Special projects:** Have a leadership role in planning and managing outreach projects, including possible client services and case management.

#### **Community Engagement and Development**

- Perform regular community outreach through tabling, canvassing, and door-to-door engagement, connecting with residents to identify community strengths, needs, and emerging issues.
- Help organize and facilitate inclusive community education events, outreach campaigns, and civic engagement opportunities.
- Strengthen community connections by nurturing positive relationships built on mutual respect and shared goals.

#### **Team Collaboration**

- Participate actively and demonstrate leadership in team meetings, training sessions, and all-staff activities that promote collective learning and shared leadership.
- Communicate openly, respectfully, and professionally across all levels of the organization to foster a collaborative and mission-aligned work culture.

#### **Community Facilitation and Collaboration**

- Facilitate welcoming and inclusive group conversations and presentations in community spaces, ensuring participants feel heard, valued, and empowered.
- Partner with the Community Outreach Program Director in meetings with external partners to foster collaboration and strengthen service networks.
- Other tasks as assigned - remain open and adapt to the changing needs of the outreach program and to learning new skills.

#### **Reporting Responsibilities**

The Promotora Lead reports to the Community Outreach Program Director.

#### **Qualifications**

- Passionate about Nuestra Casa's mission and values.
- Bilingual/bicultural in English and Spanish (preferred).
- High School Diploma; progress toward an AA/BA degree is welcomed/preferred/desirable.
- Proficiency with office machines (copier, etc.), computer tools (especially Google Suite and Zoom).
- Excellent written and verbal communication skills, with a strong emphasis on relationship-building.
- Ability to work flexible hours, including evenings and weekends, as needed.

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- Deep familiarity with East Palo Alto, Belle Haven, North Fair Oaks, and surrounding communities.
- Strong organizational and time management skills.
- A collaborative mindset with a commitment to teamwork, equity, and inclusion.
- A caring, respectful, and culturally sensitive approach to working with diverse populations.
- Foundational understanding of community needs and systems of support in the region.

### **Physical Demands and Special Requirements**

This position requires the ability to walk, sit, stand, climb steps, and occasionally lift up to 25 pounds. Regular use of a computer, phone, and driving is expected. Vision requirements include the ability to drive, use a computer, and move safely in various environments.

Work is conducted across multiple community sites in East Palo Alto, Menlo Park (Belle Haven) and Redwood City (North Fair Oaks), including churches, public housing, and schools. Outdoor work in various weather conditions may be required. Candidates must be able to travel locally and work flexible hours, including evenings and weekends. Reliable transportation is required; reasonable accommodations are available for individuals with disabilities.

### **Compensation & Benefits**

This is a **15-18** hours per week **part-time** position with an **hourly rate of \$26 - \$29**, depending on experience and qualifications. While the role does not currently include medical, dental, or vision benefits, it offers:

- **Sick time** accrued in accordance with California labor laws
- **Optional retirement 401(k) plan administered by Guideline:** We match 100% of contributions on the first 3% deferred, plus 50% of contributions from 3% to 5%

At Nuestra Casa, we are committed to investing in community leaders and fostering professional growth within a supportive and mission-driven work environment.

### **How to Apply**

To apply, please email your résumé and a brief cover letter outlining your interest in the position to [info@nuestracasa.org](mailto:info@nuestracasa.org). Applications will be reviewed on a rolling basis until the position is filled.

*Nuestra Casa is an Equal Opportunity Employer.*

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