



**Second Harvest Food Bank Santa Cruz County  
Community Health Worker (Promotora/Promotor)  
Non-Exempt**

\$25.00/hour (Part-Time, hourly position, up to 28 hrs. per week)

**About Us:**

Come join Second Harvest Food Bank of Santa Cruz County! We are the first food bank in the State of California, and the second in the nation. We pride ourselves in providing 10 million pounds of food annually to over 65,000 people per month through our network of 150-member agencies and programs. We believe that a thriving community is one where everyone has access to nutritious food to support their health and wellbeing. Our team is dedicated to inspiring and supporting our community to provide nourishment for all community members.

*Second Harvest seeks to attract and retain a diverse workforce that brings a broad range of perspectives and experiences to our work. We value lived experience alongside learned experience and we encourage you to apply, even if you don't believe you meet every one of our qualifications. We welcome applications from all qualified individuals.*

**About the position:**

Community Health Workers (Promotora/Promotor) serve as a liaison between health educators, local communities, social service providers, and other healthcare professionals. Working with the Community Distribution Coordinator (CDC), they maintain a portfolio of Neighborhood Food Distribution sites throughout Santa Cruz County, where they ensure smooth food distribution to our participants and community. They are responsible for the day-to-day coordination of food distributions at their portfolio of Neighborhood Food Distribution sites; including the loading and unloading of food, setup and take down of food distribution equipment, accurate data collection to track distribution impact, and coordinating the work of site volunteers. Promotora/Promotor provide outreach to the various communities in our county and advocate for the needs of individuals and the community: educating on the availability of healthcare services, medical systems, and federally funded services such as CalFresh, CalWORKS, and Medi-Cal. This position is a great opportunity for someone interested in gaining professional experience with community engagement and public speaking. This is also a great opportunity for someone to get their internship hours and/or hours for certification.

**REPORTS TO:** *Nutrition Education Manager*

**SUPERVISES:** N/A

**JOB SUMMARY:**

Essential Duties and Responsibilities

- Manage operations and logistics at the Neighborhood Food Distributions located throughout Santa Cruz County, ensuring a positive distribution experience for participants.
- Receive orders at the site, unload, sort, and place items on tables for distribution to participants.
- Maintain proper USDA recordkeeping of participants receiving food; including accurate data collection to track participant numbers, inventory levels, and required demographic data.
- Communicate any program-site-related issues to the supervisor and/or Programs team to collaborate on solutions.
- As needed, collect additional data (demographics, participant or volunteer surveys) at the site to contribute shared knowledge.
- Assist with outreach events and cooking club demonstrations.
- Support in educating on and referring the community to federally or state-funded programs such as CalFresh, CalWORKs, and Medi-Cal.
- Communicate to clients/patients the purposes of the programs and the impact it may have on their well-being.
- Effectively communicating SHFB's mission and vision.
- Build community and relationships with volunteers, connecting to common values; and ensuring high volunteer engagement and retention
- Other duties as assigned.

**Knowledge & skills:**

- High degree of flexibility, ability to multitask, and meet strict deadlines.
- Ability to maintain a high degree of confidentiality of information.
- Serve as the face of the Food Bank, representing the organization with a high level of customer service both in the office and in the community.
- Develop and maintain effective working relationships and deal tactfully and cooperatively with staff members, volunteers, agencies, and community organizations
- Promote SHFB and/or programs to prospective participants and the community.
- Must demonstrate respect, concern, and empathy for the needs of participants/clients.
- Outgoing, punctual, professional self-starter who enjoys being part of a team that thrives on helping others to support local healthcare delivery.
- Cooperative attitude and willingness to learn.
- Experience with community outreach and engagement.

- Ability to communicate respectfully with people from different racial, ethnic, and cultural groups, and from diverse backgrounds and lifestyles; sensitivity and understanding of diverse socio-economic, cultural, disability, and ethnic backgrounds of residents in the community-at-large.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to organize work, set priorities, exercise independent judgment, and to demonstrate flexibility in balancing the needs of various programs and staff.
- Strong computer skills, including spreadsheet and word processing to generate files and manipulate data, utilize spreadsheet and word processing tools.

## **OTHER REQUIREMENTS**

- **Bilingual English/Spanish required.** Bicultural strongly preferred.
- Must be able to work evenings and some weekends in order to best reach the community.
- Must have access to a motor vehicle, as well as valid auto insurance coverage, for occasional driving on the job
- Must have valid California Driver's License and a satisfactory driving record, as documented by a current MVR (will be obtained by the Food Bank's insurance carrier)
- It is the responsibility of all SHFB personnel to participate in our Food Safety/Food Defense programs.
- In instances of a federal, state or locally declared emergency, Second Harvest is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.
- Demonstrate full adherence to the Code of Conduct and all policies/procedures related to compliance.
- Commitment to serving vulnerable populations and ending hunger in Santa Cruz County

## **Physical Requirements**

- Ability to meet the following physical requirements with or without reasonable accommodation:
  - Able to hear conversations on the phone and in-person.
  - Must be able to sit at a desk or in a vehicle for long periods of time to perform certain job functions.
  - Be able to read, write, and interpret written reports, documents and manuals.
  - Able to safely lift or carry items weighing up to 20 pounds.
  - Bi-manual dexterity and able to use a computer keyboard.
  - Frequent standing and sitting throughout the day.
  - Frequently work in outdoor weather conditions: Neighborhood Food Distributions occur rain or shine

- Use hands to manipulate, handle, feel, and control items or equipment, including laptop computer and motor vehicle.
- Climb up or down stairs.

**Travel Requirements:** this job requires regular local travel (60%) within Santa Cruz County.

**Work Schedule:** Hours and schedule will vary depending on need of the Neighborhood Food distribution sites and community events, up to a maximum of 28 hours a week.

**WORKSITE:** 800 Ohlone Parkway, Watsonville, CA 95076

**WORK FROM HOME:** Not Eligible

**Job Details:** Part-Time role paying \$25/hr. This position is grant-funded and is continuously accepting applications to establish a pool for future part-time assignments.

**To Apply:** Please submit your resume and cover letter at <https://www.thefoodbank.org/careers>

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

*Second Harvest is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.*