Position Title: Outreach Ambassador  
Reports to: Ale Mendoza, LISTOS Coordinator  
Hours: Full time 1.0 FTE  
Shifts, days, and times will vary based on event needs  
Length of Position: August 2022 - December 2023  
Compensation: $20-22/hr BOE  
Location: Napa County  

Overview: On The Move has been active in providing disaster response and recovery services, disaster-focused outreach, education and training, as well as disaster preparedness support beginning in 2014. In March 2020, On The Move (OTM) with the support of the Neighborhood Initiative, reopened the Napa County Recovery Center (NCRC), which was first deployed in the aftermath of the 2017 wildfires. In collaboration with other nonprofits and a host of public/private funders, the NCRC stands ready to support the Napa County residents in addressing disaster recovery needs as they arise. Since 2017, the NCRC has responded to community needs resulting from wildfires, droughts, floods, Public Service Power Shutoffs (PSPS), and the COVID-19 pandemic. On The Move offers a nationally recognized model of peer-to-peer community engagement that has proven to be a highly effective strategy to connect, engage and retain vulnerable community members.

Napa LISTOS will provide expansive outreach and programming efforts in the City of Napa service area, which has received multiple disaster declarations over five years, including the Napa Fire Complex (2017) and the LNU Complex (2020) wildfires. Napa City Census are at a high hazard exposure, ranking higher than 70th-90th percentiles in California for fire, earthquake, and flood hazards. Napa LISTOS will target Napa census tracts that are highly vulnerable. Through the grant awarded by CAL OES, California Office of Emergency Services, LISTOS will increase communities disaster preparedness, response, recovery, and mitigation capabilities.

POSITION SUMMARY  
The Full-Time, Non-Exempt, Outreach Ambassador will participate in all outreach, education and training activities. The Outreach Ambassador will work closely with the Program Manager, Program Coordinator and Promotoras and ensure they have the necessary materials and support to be successful to Napa’s vulnerable populations. Napa LISTOS will target the following populations: Immigrants, Farmworker and Refugee Communities; Households with Limited English Proficiency: Children, Youth and Senior Citizens with Limited English Proficiency.
The Outreach Ambassador will support the LISTOS Coordinator and Outreach Coordinator in introducing the community to the work of NCRC. The Outreach Ambassador will focus on sharing and informing the community about all of the services provided by the NCRC. The Outreach Ambassador will also assist in collecting information/data necessary for grants, as well as sharing updates with collaborating organizations. Outreach Ambassadors will be responsible but not limited to, outreaching & educating the targeted communities in Napa County.

Roles and Responsibilities Description
Primary Responsibilities for Outreach Ambassador
● Engage with Community-based Program Sites
● Be involved in Community Engagement Activities
  ● Peer-to-peer / Promotoras Model
  ● Identify Gaps and Propose Solutions
● Communicate with external partners such as COAD (Community Organizations Active in Disaster)
  ● Map Your Neighborhood
● Engage in Community Outreach Strategies
  ● School sites, NVUSD
  ● COAD
  ● Tabling at Community Locations
● Offer culturally appropriate disaster preparedness trainings
● Provide Virtual Events
  ● Resources, trainings and individual support
● Assist in Capturing Stories of Impact
  ● Highlight how outcomes and results of the initiative have benefited vulnerable community members, families and the City of Napa as a whole.
● Participate in training, supervisions and bi-annual performance reviews with the Program Coordinator.
● Attend regular meetings and develop an Individual Development Plan.
● Assist the Program Coordinator with weekly/monthly reports, meetings, outreach, agenda, check-ins, etc.
  ● When applicable, input data using multiple platforms: Google Sheets, Resource Ace, etc.
● Prepare for and represent LISTOS/NCRC during all outreach, meetings, & education activities including managing event logistics, preparation, and outreach at the event.
● Some travel to meetings and/or events as needed during the weekday.
● Record and track required information as necessary for grant purposes.
● Distribute information, brochures, and other materials via online or in-person and share additional resources.
● Understand the NCRC Programs for outreach purposes
● Acts as an advocate for and liaison between clients and other resource providers and organizations.
● Obtain contact information as necessary for people interested in additional services or resources.
● Attendance in regular meetings.
● Work closely with all internal program staff to provide relevant services.
● One-way outreach (Social Media posts, texts, radio, etc.)
● Interactive Outreach (Utilizing cell phone text and emails, canvassing and group trainings or events by flyering and/or 1-to-1 engagement at a community location or worksite, group Trainings/Presentations or Events (in-person or online of at least 20 minutes, and phoneBanking/Phone Calls)

Job Characteristics: Knowledge, Skills and Abilities
● Experience working with families from different ethnic, cultural, social and economic backgrounds
● Must be Bilingual: Oral and written fluency in Spanish and English
● Napa native, with strong community connections and trust
● Capable of completing detailed documentation, organized, paperwork and data entry
● Familiarity with Napa County
● Results focused and sense of urgency for goal achievement
● Multiple, simultaneous projects and multi-tasking
● Reliable transportation
● Fast paced environment
● Microsoft Office Suite / Google Drive
● Perform work from home or at an office setting
● Comfort with high public visibility
● Outgoing and comfort with diverse communities
● Willingness to learn the basic knowledge of COVID
● COVID-19 Vaccination required

PTO: 10 hours PTO accrual each month. Please refer to page 4-1 of the OTM Personnel Policies: PTO Schedule.

Paid Holidays: Compensation for holidays if they fall on a day you normally work and for the hours that you work on those days. Please refer to the OTM 2022-2023 calendar for a schedule of holidays.

Business Expenses: Track miles driven for work, reimbursement for approved out of pocket expenses will be paid monthly upon submission of a reimbursement request and receipts.

Health Benefits: As a full time employee you are eligible to receive health insurance through Kaiser Permanente.

Retirement: Employee contributions to a 403b plan are optional.
To Apply: If you are interested in this opportunity please email your resume to Maria Amezcua at maria@napacountyrecoverycenter.org. Position will be closed on July 25th or until filled.

*On The Move considers this position to be a mandated reporter of elder and child abuse.

**On The Move and Napa County Recovery Center do not discriminate on the basis of race, age, color, religion, national origin or ancestry, disability, sexual orientation, sex, gender identity or expression—and are an equal opportunity/equal access employer committed to diversity and inclusion. Napa County Recovery Center is a program of On The Move http://www.onthemovebayarea.org/.

*** On The Move participates in E-verify for employment eligibility.