

Ayni Wasi Salud/Sacred Valley Health Job Description (Intern Position)

Position: Community Coordinator

Reporting to: Program Manager

Objective: To coordinate and track activity of and provide support to promotora(s) in designated Ollantaytambo District communities.

Roles & Responsibilities:

Management Roles:

- Maintain consistent communication with assigned promotora communities to ensure smooth functioning of promotora program and to promote Ayni Wasi presence within these communities. This includes communication with individual promotoras, community *junta directiva*, community president, local health posta, and other organizations working within said community.
- Be well informed (and ensure that assigned promotoras are well informed) of community events and general opportunities to further develop Ayni Wasi presence and uplift social standing of promotora in assigned communities.
- Ensure that assigned promotoras are actively extending learnt material to general community: These activities include required monthly General Assembly presentations, incentivized secondary presentations, and both visiting and Ayni Wasi independent health campaigns.
- Perform timely check-ins with promotoras in assigned communities to extend encouragement and support and to troubleshoot when necessary.

Administrative Roles:

- Maintain, organize, and input relevant community and promotora data in a timely fashion (ex. *Convenios*, presentation documents, post-tests, etc.)
- Maintain up-to-date reflection log for promotoras in assigned communities
- Submit weekly updates and weekly expense sheets to Ayni Wasi Program Manager
- Assist other office personnel in data entry, computer work, and miscellaneous tasks (ex: Pharmacy Coordinator, M&E Coordinator) as necessary.
- Contribute to daily/weekly/monthly media updates (ranging from photo posts to blog posts) via various identified social networking sites.

Qualifications:

- Minimum 6-month commitment
- Bachelors Degree required
- Public health experience preferred
- Intermediate to advanced Spanish language skills required
- Flexibility in working and living in varying cultural contexts
- Ability to work independently and collaboratively in a team
- Masters Degree in Public Health preferred but not required

Interested applicants should submit a resume and one-page cover letter summarizing their interest in and qualifications for the position to Keri Baker at kbaker@sacredvalleyhealth.org