

**CONTRACT DESCRIPTION:**

Contract Title: Community Ambassador

Type of work: Contract

Work Location: Kent, WA

Reports To: Community Research Coordinator

Dates of Contract: Beginning immediately. Contract renewed per mutual agreement every 3 months

**POSITION SUMMARY:**

Community Ambassador (CA) will provide information regarding the support services available through World Relief Western Washington (WRWW) and assist with connecting immigrant and/or refugee clients to these community services. This will also include gathering feedback and/or information through surveying the community. In addition, the CA will carry out effective outreach within refugee and immigrant communities promoting COVID-19 prevention and vaccine education/confidence in immunization. They will also encourage compliance with health and safety recommendations in a culturally sensitive manner, sharing information and resources for reduction in the spread of COVID-19.

**ESSENTIAL FUNCTIONS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Stay connected with community members and provide support services and community resources available through World Relief Western Washington (WRWW).
- Stay fully informed of COVID-19 vaccine, booster shots and variants' updates and health precautions as stipulated by state and local health officials, and WR policy
- Attend regular meetings and check-ins with the ambassador team to share information, provide feedback, and help with monitoring and tracking data
- Conduct calls and socially distanced "home visits" both to specific individuals identified by WRWW as well as to others in the local immigrant/refugee community providing information, translated materials, conducting a needs assessment and connecting each household with the appropriate resources and information, making referrals as appropriate
- Assist refugee and immigrant community members to schedule and access a vaccination and/or booster appointments
- Administer brief surveys related to outreach work
- Maintain survey records and complete weekly reporting to Community Ambassador Team Lead
- Have an excellent understanding of World Relief Western Washington's mission and vision, so as to accurately and competently communicate this mission to external parties
- Have strong comprehension of other World Relief services and the ability to make referrals as needed.
- As needed and as available: Deliver items such as face masks, PPE, cleaners or other needed items
- Other related duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Demonstrated ability to work sensitively and effectively in cross-cultural settings
- Commitment to confidentiality and professionalism
- Experience in community organizing and/or non-profit functions
- Ability to manage competing priorities
- Professional communication skills (oral and written)
- Teamwork
- Initiative and independent work
- Interpersonal skills
- Strong attention to detail and willingness to ask questions
- Strong connections with local immigrant and/or refugee communities
- ***Required:*** Bilingual language ability in English and Spanish
- Ability to drive or access to public transportation.