



Latino Community Fund Health & Wellbeing Contractor

The Latino Community Fund (LCF Georgia) a 501 c 3 nonprofit supporting Latino-Led and Latino-serving organizations with advocacy, technical assistance, program development and grant making.

Position: Health & Wellbeing Program Contractor

Reports To: Health & Wellbeing Program Manager

Job Description:

Latino Community Fund Georgia (LCF Georgia) engages Community Navigators as independent contractors to provide community-based outreach and navigation services in support of the Health and Well-Being Program. Contractors use their own skills, experience, and community relationships to connect community members with relevant health-related resources and to share non-confidential feedback regarding common community needs.

Duties and Responsibilities

Community Navigators may provide some or all of the following services, as agreed:

- Serve as a community liaison by sharing information about resources available through the LCF Georgia Health and Well-Being Program.
- Communicate general, non-confidential observations regarding community needs and recurring questions (e.g., housing issues, food access, or medical referral needs).
- Provide health education and, where appropriate, assist with health screenings at community locations such as churches, schools, consulates, fairs, and similar venues.
- Coordinate deliverables and timelines with designated program contacts as needed to support outreach activities.
- Transport and distribute supplies for health education or workshop events using the Contractor's own transportation.
- Maintain records of services provided for reporting and invoicing purposes.
- Share publicly available, science-based information regarding COVID-19 and other common chronic health conditions in response to community questions.

Fee: Organization will pay Contractor \$20 per hour for up to 25 hours of work per week, based on project needs and mutually agreed-upon activities, payable at the



end of each month. Contractor will submit a monthly invoice for the Services provided in the prior month within ten (10) days after the end of such month, and Organization will pay all undisputed amounts shown on such invoice within twenty (20) days after Organization's receipt of such invoice.

Term: The term of this Agreement through December 31, 2026. This Agreement is effective as of the date of execution by Organization.

Professional Standards and Compliance: In performing services, Contractors agree to:

- Act with integrity and professionalism when representing their communities and LCF Georgia in outreach activities.
- Follow applicable public health and safety guidance, including CDC-recommended COVID-19 precautions, when engaging in in-person activities.
- Use appropriate personal protective equipment when necessary.

Required Skills & Qualifications

- Experience in community education or organizing (preferred but not required).
- Fluency in Spanish and English.
- Strong alignment with LCF Georgia's mission and commitment to health equity and social justice.
- Ability to work independently and manage activities with minimal oversight.
- Reliable access to transportation and ability to travel within the metro Atlanta area.
- Community Health Worker certification or other relevant health-related credentials.
- Comfort engaging with diverse community stakeholders, including grassroots leaders, volunteers, and community members across racial and ethnic backgrounds.
- Conflict resolution and interpersonal communication skills.
- Interest or background in public health, health equity, or chronic disease prevention.
- Comfort using email and basic digital communication tools.

If you are interested in this position, please send your resume to Aurora@lcfgeorgia.org with the subject Contractor Application.

Once you have submitted your resume, our Health & Wellbeing Program Manager will arrange an interview with you. The interview may be conducted either in person or virtually, depending on your availability and preferences.

If you are chosen for the position, you will be required to sign an Independent Contractor Agreement before beginning your work.