

Executive Director

1. Oversee marketing and other communications efforts. (4 - Health related Outreach)
2. Serve as of Santa Cruz Barrios Unidos's primary spokesperson to the organization's constituents, the media and the general public. (4 - Health related Outreach)
3. Responsible for the enhancement of Santa Cruz Barrios Unidos's image by being active and visible in the community and by working closely with other professional, civic and private organizations. (4 – Health related Outreach) (15 & 17 – Health related Program Planning and Policy Development)
4. Responsible for fundraising and developing other revenues necessary to support of Santa Cruz Barrios Unidos's mission. (15 & 17 – Health related Program Planning and Policy Development)
5. Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach. (15 & 17 – Health related Program Planning and Policy Development)
6. Responsible for implementation of Santa Cruz Barrios Unidos's programs that carry out the organization's mission. (15 & 17 – Health related Program Planning and Policy Development)
7. Responsible for strategic planning to ensure that of Santa Cruz Barrios Unidos can successfully fulfill its Mission into the future. (15 & 17 – Health related Program Planning and Policy Development)
8. Responsible for the enhancement of Santa Cruz Barrios Unidos's image by being active and visible in the community and by working closely with other professional, civic and private organizations. (4 – Health related Outreach) (15 & 17 – Health related Program Planning and Policy Development)
9. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization. (15 & 17 – Health related Program Planning and Policy Development)
10. Strategic planning and implementation. (15 & 17 – Health related Program Planning and Policy Development)
11. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance of Santa Cruz Barrios Unidos's Mission. (15 & 17 – Health related Program Planning and Policy Development)
12. Engage in fundraising and developing other revenues. (15 & 17 – Health related Program Planning and Policy Development)
13. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
14. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)