

POSITION DESCRIPTION

JOB TITLE: Community Organizer

REPORTS TO: Executive Director

ANNUAL SALARY: \$18/hour + Benefits (Dental, Health insurance, PTO, & 10 holidays)

ORGANIZATION SUMMARY:

Founded in 2001, Mixteco/Indigena Community Organizing Project (MICOP) supports, organizes and empowers Ventura County's indigenous immigrant communities through improved access to health and community resources, community organizing and advocacy, education, direct assistance, cultural promotion, and Radio Indígena.

POSITION SUMMARY:

The Community Organizer is responsible for developing grass-roots movements to bring about social changes that will benefit the lives of Mixtecos/indigenous living in Ventura County. The Community Organizer identifies and recruits community members and helps develop their leadership skills and abilities. S/he inspires and mobilizes members of the community and uses the political process to solve social problems. S/he empowers people to drive positive change through advocacy campaigns and education.

RESPONSIBILITIES:

- Coordinate and facilitate community forums and educational sessions to provide DACA & other immigration remedies information
- Education and Outreach activities include, but are not limited to:
 - ✓ Referrals to legal service organizations that provide application assistance to individuals seeking DACA, other immigration remedies and naturalization
 - ✓ Outreach to targeted groups: 1) low income; 2) underserved; 3) hard-to reach; 4) individuals who have not yet applied for naturalization, or other immigration remedies; and 5) individuals who are eligible for DACA renewal
 - ✓ Provide information on eligibility for DACA, naturalization and other immigration remedies.
 - ✓ Reach out to community resources to participate in community education events, fairs, festivities to provide DACA & other immigration remedies information
- Build trust among local residents and engage them through visits to agricultural fields, churches, community centers and homes
- Recruit indigenous immigrant community members to participate in leadership development trainings, activities and advocacy campaigns & community forums
- Research and analyze the root causes of the issues impacting the community
- Build partnerships and alliances with other agencies, organizations, and individuals focused on similar community issues
- Develop advocacy plans of action to address issues selected by community
- Lead the coordination of MICOP's monthly community meetings
- Maintain an accurate database and reporting system of outreach efforts

SKILLS & QUALIFICATIONS

- Bachelor of Arts or equivalent experience required
- Commitment to MICOP's mission
- Must be able to inspire others to creating change in their community
- Strong group facilitation and computer skills
- Strong interpersonal, communications, analytical, negotiation, and problem-solving skills
- Genuine commitment to addressing community issues
- Must understand the political process and government structures
- Must be able to work weekends and evenings and have reliable transportation
- Must be able to lift up to 50 lbs
- Trilingual Spanish-English-Mixteco skills

LOCATION: Oxnard, CA

STATUS: Non-Exempt

Please send your cover letter and resume to arcenio.lopez@mixteco.org

Deadline: September 14th 2018