



POSITION DESCRIPTION

JOB TITLE: Tequio Youth Organizing Manager

REPORTS TO: Executive Director

Program Manager can be located in either Santa Maria OR Oxnard MICOP office (some travel between Oxnard and Santa Maria, as needed)

COMPENSATION: \$22-\$27/hr. based on qualifications. Full time (40/hrs/week) includes Dental, Health insurance, 5 PTO Days & 10 holidays

Application Deadline: Please send a cover letter and resume to Arcenio López, Executive Director, at arcenio.lopez@mixteco.org by December 31, 2020, at 5 pm.

Mixteco/Indígena Community Organizing Project (MICOP), located in Ventura and Santa Barbara Counties, CA, is looking for a Youth Organizing Manager to lead the development and implementation of research, advocacy, and organizing efforts critical in confronting migrant indigenous' human rights violations. This individual must be highly organized and possess excellent oral and written communication skills, experience in policy research, community organizing strategies, leadership development and advocacy, an ability to work flexibly and creatively, and have a passion for our mission – to support, organize, empower the indigenous migrant community in California's Central Coast

Organization Summary:

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. This position can be located in either Santa Maria OR Oxnard office. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

Position

MICOP's Community Organizing program mobilizes youth and adults toward advocating for sustained change in schools, workplace and communities through educational campaigns, participatory research, coalition building, and direct action. The Manager of Youth Organizing supports the development and implementation of a policy advocacy agenda working with and increasing the capacity of grassroots leadership, organizational stakeholders, and community allies.

The Manager of Youth Organizing should be firmly grounded in anti-racist/intersectional indigenous rights theory, have strong community organizing expertise, be excited at the prospect of growing with our organization, and welcome the opportunity to be a thought partner and team member to an exceptional staff.

This position requires an individual who likes leading and working in a team, can maintain multiple responsibilities and can stay on top of information and tasks in a fast-paced organization.

Summary:

Key Duties and Responsibilities:

Organizing Campaign Management:

- Directs the development and implementation of outreach and organizing plans including: training, communications systems, databases, strategic and tactical plans.
- Oversees and facilitates the development of action campaigns including: developing effective campaign plans, coordination of campaign activities and actions, and recruiting coalition allies.
- Identifies policy research and advocacy opportunities in alignment with the vision, mission, and core values of MICOP; remains current in research trends, policies, regulations, and best practices.
- Mobilizes the MICOP's Tequio Youth Group team and community members to participate in organizing efforts.
- Serves as liaison with local and regional gender justice and economic justice advocacy collaborations, community allies, policy makers, and organizational stakeholders.

- Identifies and builds coalitions with key community partners.
- Represents MICOP/Tequio Youth Group: at community gatherings; at workshops, training, and presentations; to community, political, and government leaders; to other community-based organizations; and in the media.

Program Management and Evaluation:

- Serves on the senior leadership team by participating in the organizational development process at MICOP.
- Oversees the development, tracking, and reporting of advocacy and organizing program goals, outcomes, and performance metrics.
- Leads the development, implementation, and continuous improvement of advocacy and organizing policies and procedures.
- Effectively aligns program staff support and operations with long-term agency goals and expectations.
- Monitors and evaluates community organizing program, practices, and initiatives to ensure quality and effectiveness; makes recommendations for improvement.
- Understands how to create, and carry out, logic models, work plans, and evaluations.

Supervision:

- Spearheads the training and professional development of youth organizers and program staff to engage in community organizing and mobilization.
- Uses a strengths-based or coaching approach to support CO staff, interns, and volunteers.
- Holds accountable and supports CO staff, interns, and volunteers in program planning, project and time management, meeting facilitation, and sustainable work practice. Fosters a team-oriented environment.

Core Competencies

- Excellent community organizing skills and minimum 5 years of experience; demonstrated success in organizing, strategizing, implementing, and identifying victories on organizing campaigns.
- Inspirational presence, reliable leadership, and enthusiasm for MICOP's mission and vision.
- Excellent individual and group rapport-building and communication skills (written and verbal) in a range of relationships and environments, including with co-workers, colleagues in the field, youth, program participants, parents, health and human services professionals, teachers, school leaders, and other key stakeholders.
- Skills and tools for facilitating youth led initiatives and participatory planning; the candidate must be able to motivate youth and support youth self-determination while also creating and enforcing systems of accountability.
- Excellent time management, project management, and delegation skills.

Qualifications and Experience

- The CO should see themselves as an Organizer in the Movement fighting for social justice, indigenous human rights, equity etc.
- Bachelor's degree or equivalent experience required
- Flexible schedule with the ability to work evenings and weekends when needed.
- Ability to work with diverse people, communities, and cultures, with understanding of culturally competent practices.
- Proven ability to prioritize workload, be collegial with colleagues while being self-motivated, execute projects independently.
- Minimum of 3 years of management and supervisory experience
- Outstanding computer skills (particularly Microsoft Office programs including Word, Excel and Outlook), proficiency in utilizing the internet, and familiarity with Survey Monkey or other online evaluation tools.
- Ability to plan, organize, and execute program goals.
- High proficiency English and Spanish, both written and spoken. Indigenous language skills such as Mixteco, Zapoteco or Triqui are highly desired.
- Excellent interpersonal and verbal skills.

Employee Status: Non-Exempt