



POSITION DESCRIPTION

JOB TITLE: Rapid Response COVID-19 Manager

REPORTS TO: Associate 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, Vision, Health insurance, 403B Retirement plan, 5 PTO Days, end of year winter holiday & 10 holidays

Application Deadline: Please send a cover letter and resume to Genevieve Flores-Haro, at genevieve.flores-haro@mixteco.org. Position open until filled.

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 is located at our Santa Maria office. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

Position Summary:

The Rapid Response COVID-19 Manager will be responsible for managing the COVID-19 Rapid Response promotorxs that do outreach for MICOP in Ventura and Santa Barbara Counties. The Program Manager will be responsible to carry out all aspects of program implementation, staff supervision, metrics, evaluation and will be the main contact between MICOP and the grants and contracts that provide funding for the program. The Program Manager will conduct weekly staff meetings to strategize outreach and education activities, as well as identifying best practices and lessons learned for connecting the community with resources and information about COVID-19.

Key Responsibilities:

- Supervision of COVID-19 outreach and education promotorxs in Ventura and Santa Barbara County MICOP offices
- Recruit, train, and supervise promotorxs for the outreach program in Ventura and Santa Barbara Counties
- Research and provide linkages to needed services for COVID-19
- Develop timely progress reports for all COVID-19 outreach and education funding
- Track metrics for all aspects of the program
- Represent MICOP for COVID-19 related activities
- Other duties as assigned.

Qualifications

- Bachelor's degree or equivalent experience required.
- 3 years of experience supervising paid staff.
- Passion for mission of supporting, empowering and organizing the indigenous migrant community in California's Central Coast.
- Ability to prioritize workload, be collegial with colleagues while being self-motivated, execute projects independently.
- 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.
- Flexible schedule with the ability to work evenings and weekends when needed.

Employee Status: Non-Exempt