



**PROGRAM:** MICOP Immigration Legal Assistance (MILA)

**JOB TITLE:** MILA Program Director

**REPORTS TO:** Executive Director

**SALARY and BENEFITS:** \$65,000 - \$75,000 based on experience, plus Dental, Vision, and Health insurance, 403B retirement plan, 5 days of PTO (year 1), 11 holidays, 2-week paid winter break, which includes 2 of the 11 annual holidays

**LOCATION:** MICOP office - Oxnard

**EMPLOYEE STATUS:** Exempt

**APPLICATION:** Please send a cover letter and resume to Donna Foster, at [hr@mixteco.org](mailto:hr@mixteco.org)

**APPLICATION DEADLINE:** Immediate Hire - 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 Oxnard office. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

MICOP's Immigration Legal Assistance Program (MILA) was developed in 2018 to provide immigration legal assistance to Indigenous (i.e., Mixteco, Zapotec, and Purépecha) and Spanish-speaking community members across Ventura and Santa Barbara counties. Services include assisting clients in filing various applications including DACA, citizenship and other affirmative types of immigration legal services. Additionally, MILA team members assist with Special Immigrant Juveniles and asylum applications, facilitates unaccompanied minors and their guardians with Office of Refugee and Resettlement concerns, and works closely with the Deputy Public Defender at the Immigration Unit.

In addition to providing legal assistance to residents in Ventura and Santa Barbara counties, MICOP has provided immigration outreach and education services, including Know Your Rights workshops, to the Indigenous immigrant community in the region reaching thousands each year in-person and through our social media and online platforms. The MILA team is currently six team members and will be expanding over the next two years, often bilingual or trilingual (i.e.,

Mixteco/Zapoteco/Purépecha, Spanish, and English), enabling them to reach our community more efficiently by offering multilingual educational workshops.

### **Position Summary:**

MICOP is currently searching for an experienced Program Manager/Team Lead to provide essential support to the two pillars of the MILA program team (i.e., the Legal Assistance and Outreach and Education) and execute the implementation of a third pillar, “Regional Administration”. Our Regional Administration project fulfills a government contract upwards of 2 million USD, with a grant making portal and oversees four other sub-contracting agencies. The MILA team currently consists of seven support staff across all three programs, and as an experienced program management professional, you will oversee the potential expansion of MILA’s programming to include additional projects and priorities aligned with MICOPs strategic growth.

### **Key Responsibilities:**

#### **Program Specific – Regional Administrator (75%)**

- Develop a work plan to implement California Department of Social Services’ Regional Administrator project
- Prepare timelines and work plans for project implementation and general project management.
- Implement and track program metrics and evaluation benchmarks.
- Manage the day-to-day planning, coordination, and execution of Regional Administrator activities
- Provide Monthly, Quarterly, and Annual narrative and financial reports as per required by the California Department of Social Services regarding the Regional Administrator project
- Establish a working relationship, build rapport, and provide any technical assistance required to our granting agency (currently CDSS) and sub-contractors
- Attend meetings as required by CDSS or sub-contractors, and be available to answer any questions/concerns
- Oversee the Database Manager (50%) design and implementation of a grantmaking portal
- Supervise the creation of database and online portal to submit the requests for reimbursement, experience with Salesforce a plus but not needed
- Oversee the budget 2 million and reimbursement of each of the sub-contractors, working closely with the finance team.

#### **MILA Program Lead (25%)**

- Work with current operations, reporting and program teams to develop a MILA Program work plan considering all grants, contracts, and work plans to give general guidance and support to each program pillars

- Oversee and supervise multiple project teams, ensuring program goals, reporting and invoicing is complete within the grant/contract period
- Assist in recruitment of volunteers, interns and provide supervision of support staff.
- Manage budget, expense reports, supports for contract invoicing and guidance to Development and Finance team of funding gaps or issues with contract compliance related to budgets
- Provide support to the MILA team to report and complete any other administrative functions.
- Provide regular reports on MILA's program to MICOP's executive team, including successes and challenges requiring attention.
- Other requests related to the above responsibilities as needed

### **Other Skills**

- Excellent organization and time management skills
- Good communication skills and ability to work in a multicultural bilingual work environment
- Self-starter and ability to work along but also lead group discussions and activities to determine needed functionality

### **Qualifications:**

- Bachelor's degree, Program Management Certification, or equivalent experience required.
- Minimum of 3 years of demonstrated project management and program planning experience in a nonprofit setting.
- Excellent interpersonal and verbal skills, including the experience and ability to interact with staff, government and community-based organization partners
- Proven ability to prioritize workload, be collegial with colleagues while being self-motivated, execute projects independently, and possess outstanding project management skills that are organized and results-oriented.
- Excellent writing and editing skills with the ability to prepare a wide array of written materials as needed.
- General understanding of US immigration law, and a willingness to learn.
- Strong computer skills with proficiency in Google Suite, MS Office tools and demonstrated experience working with databases
- Ability to work with sub-contracting agencies as a team lead and provide support (technical and programmatic) as necessary.
- Experience in reporting to government agencies, foundations, or nonprofits is a plus.
- Experience in handling confidential and sensitive information is a plus.
- Experience with program budgets, invoicing and generating expense reports is a plus.
- Ability to lead people over a distance through virtual platforms.
- Attention to detail.
- Bilingual Spanish and English required.