

## POSITION DESCRIPTION

**JOB TITLE:** Immigration Outreach and Education Specialist

**REPORTS TO:** Mixteco Immigration Legal Assistance (MILA) Manager

**SALARY:** full-time, \$20-\$23/hour + Benefits (Dental, Vision, Health insurance, PTO, & 11 paid holidays)

**LOCATION:** MICOP office in Santa Maria, CA

**STATUS:** Non-Exempt

Please send your cover letter and resume to [hr@mixteco.org](mailto:hr@mixteco.org)

**Deadline:** Open until filled (ASAP)

### ORGANIZATION SUMMARY:

Founded in 2001, Mixteco/Indigena Community Organizing Project (MICOP) supports, organizes and empowers indigenous immigrant communities through improved access to health and community resources, community organizing and advocacy, education, direct assistance, and cultural promotion in the Central Coast of California.

This position will work under MICOP's legal program, known as MICOP Immigration Legal Assistance (MILA).

### POSITION SUMMARY:

The Outreach and Education Specialist (OES) is responsible for:

1. Empowering members of the community by providing education and outreach activities that explain immigration remedies, and basic legal rights relating to immigration and local law enforcement
2. Referring individuals to qualified legal immigration service providers.
3. Holding workshops and participating at events that will benefit the lives of Mixtecs and other indigenous immigrants living in Santa Maria.
4. Coordinating with MILA staff in order to screen, schedule and interpret for MILA clients.

### RESPONSIBILITIES:

Outreach and education activities include, but are not limited to:

- ✓ Referrals to trusted sources that provide legal assistance to individuals seeking DACA, Citizenship, LPR, Asylum, U-Visa Removal Defense, and other immigration remedies
- ✓ Outreach to targeted groups: 1) low-income; 2) underserved; 3) hard-to-reach; 4) indigenous individuals
- ✓ Provide information on DACA, naturalization and other immigration topics.
- ✓ Inform and educate individuals about basic legal rights relating to immigration and local law enforcement through Know Your Rights workshops, flyers, and other promotion
- ✓ Prepare informational handouts, flyers, and promotional videos including hosting informational Facebook Live to promote and conduct education and outreach virtual events
- ✓ Reach out to community organizations to participate in community education events, fairs, festivities to share topical immigration information
- ✓ Screen and schedule MILA clients
- ✓ Assist in preparing various applications for USCIS, EOIR, and CBP; provide associated administrative and office management tasks, such as making copies, assembling evidence, conducting country conditions research, and drafting initial affidavits
- ✓ Assist in family reunification process for unaccompanied minors including coordinating communication with the Mexican Consulate and the Office of Refugee Resettlement (ORR)
- ✓ Build trust among local residents and engage them through visits to agricultural fields, churches, community centers, schools, and homes
- ✓ Maintain an accurate database and reporting system of outreach efforts
- ✓ Maintain consistent communication with clients and supervisors

### SKILLS & QUALIFICATIONS

- Commitment to MICOP's mission
- Group facilitation skills
- Strong interpersonal and communications skills
- Strong analytical, negotiation, and problem-solving skills

- Strong computer skills needed: PowerPoint, Google Workspace, Adobe Reader PDF etc.
- Trilingual Spanish-English-Mixteco skills required
- Must be able to work weekends and evenings, and have reliable transportation