**JOB TITLE:** Ventura County Regional Energy Alliance (VCREA) Administrator  

**REPORTS TO:**  

**SALARY and BENEFITS:** Full Time (30 hours/week) $20-23 an hour plus medical, dental, and vision insurance, 403B retirement plan, 5 days PTO (year 1), 11 holidays, 2-week paid winter break, which includes 2 of the 11 annual holidays  

**LOCATION:** Oxnard office  

**STATUS:** Non-Exempt  

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

**Deadline:** POSITION IS 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.  

**Position Summary:** The VCREA Administrator will join MICOP’s team as a valuable part of our efforts to provide transportation for MICOP’s clients to workshops, appointments, and other locations as needed. This position will oversee MICOP’s Ventura County Regional Energy Alliance (VCREA) contract, including reporting, tracking information for invoicing, driving the van, van maintenance and training other drivers about correctly using and recording information for the MICOP van.  

**Specific Job Responsibilities:**  
- Manage MICOP’s VCREA contract  
- Schedule van appointments for clients  
- Schedule van usage for employees  
- Pick up and drop off clients as needed  
- Drive van for deliveries and other assigned transportation needs  
- Understand and train other drivers on all the van controls  
- Maintain the van, including electric charging, maintaining and monitoring fluids, washing, etc.  
- Make sure all forms for the van usage are properly filled out  
- Meet with VCREA staff as needed
Create final report for VCREA
Other duties as assigned

Qualifications:
- Fluency in Spanish and English. Indigenous language is a plus.
- Commitment to MICOP’s mission of supporting, empowering, and organizing the migrant indigenous community on the Central Coast of California.
- Proficiency with Microsoft Office, Google Apps
- Ability to assume a variety of tasks in a flexible, positive, and supportive manner
- Current CA driver license and excellent driving record
- Strong communication skills
- Ability to work well with others
- Ability to work evenings or weekends, as needed