



Mixteco Indígena Community Organizing Project Job Description

JOB TITLE: Project Coordinator

PROGRAM: Indigenous Mexican Enumeration and Demographic Study

REPORTS TO: Associate Director

SALARY AND BENEFITS: \$22-\$25/hr, (403B plan, 24 hours sick pay, 2 week winter break that includes 2 of the 11 holidays)

LOCATION: San Luis Obispo County

HOURS OF WORK: 15 hrs/week

EMPLOYEE STATUS: Non-Exempt

POSITION DURATION: until end of August 2023

APPLICATION DEADLINE: Open until filled

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

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. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission

Position Summary:

This position is part of a collaboration with San Luis Obispo County Public Health with the objective to determine a population estimate and gather demographic data on Indigenous communities in San Luis Obispo County. As well as, to increase Indigenous people's knowledge and access to COVID-19 information and resources. The Project Coordinator will collaborate with existing community-based organizations serving Indigenous communities with experienced survey researchers. The Project Coordinator will also convene a community advisory board who will provide guidance on community research activities.

RESPONSIBILITIES:

- Recruit, coordinate, train and convene the Project Team as needed throughout the stages of the study.
- Weekly meetings with Indigenous Mexican Enumeration and Demographic Study leadership team

- Participate on the Community Advisory Committee (CAC) quarterly to receive feedback on instrument and recruitment strategy, enumeration results, preliminary demographic results, and/or final analysis and recommendations
- Provide to Indigenous people COVID-19 information and resources that is supplied by the county
- Communicate regularly with the Principal Investigator about the demographic study and COVID-19 outreach and education through monthly check-in calls and strategy/consultation sessions as needed as part of the Indigenous Mexican Enumeration and Demographic Study leadership team
- Document grant-funded activities and support with quarterly reports to funding sources
- Supervise Promotores/as who will deliver community surveys and information
- Request and review project updates to ensure deadlines are met

SKILLS & QUALIFICATIONS:

- Commitment to MICOP's mission of supporting, empowering, and organizing the migrant indigenous community on the Central Coast of California.
- Reading comprehension and ability to interpret and adhere to program requirements
- Excellent communication skills
- Public speaking and classroom facilitation
- Bachelor's degree preferred
- Experience with data collection, including data input
- Excellent computer skills, including proficiency with Microsoft Office Suite
- Track record of proven leadership
- Strong communication skills
- 1+ years of experience working with grant funded programs is a plus
- Bilingual (Spanish/English), Mixteco is preferred.

Note: You will receive an email or phone call ONLY if we decide to schedule an interview or if we have follow up questions.