



Mixteco Indígena Community Organizing Project Job Description

JOB TITLE: Program Coordinator (2 positions)

PROGRAM: Indigenous Farmworker Training Program

REPORTS TO: Organizing Manager

SALARY AND BENEFITS: \$22-\$25/hr, plus 11 paid holidays a year, 5 days PTO, dental insurance, vision insurance, 403B retirement plan, 2 week winter break (2 holidays are included during this time)

LOCATION: Oxnard and Santa Maria

HOURS OF WORK: 40 hrs/week

EMPLOYEE STATUS: Non-Exempt

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:

The Mixteco/Indígena Community Organizing Project (MICOP) seeks a Project Coordinator to establish an Indigenous Farmworker Workforce Training Program. This program is focused on supporting the development of farmworker training and workforce development program[s] and to provide advanced skills training needed to advance to a higher skilled job in the ag sector. The new program will provide labor relations, workplace safety training and farm equipment certification to advance career pathways for 120 indigenous farmworkers over a two year period. The coordinator will develop a curriculum to include training in skills that include equipment operation, supervisory skills, and human resources. The curriculum teaching basic Spanish and English language and literacy skills, workplace health and safety, pesticide application safe handling, equipment and machinery operation, and referrals to other farmworker workforce development programs.

KEY RESPONSIBILITIES:

- Develop recruitment materials to create cohorts
- Develop curriculum for certifications and other trainings
- Convene meetings with curriculum trainers and collaborators
- Contract Curriculum Trainers and draft curriculum
- Plan training dates and coordinate logistics for trainings
- Recruit 3 groups of farmworkers for the 3 training cohorts
- Complete 3 training cohorts
- Enter and track participant data

- Analyze data from each training and update and improve curriculum as needed
- Create and implement pre and post training surveys

SKILLS & QUALIFICATIONS:

- College degree preferred, or proven experience in organizing and developing leadership training programs
- Passion for mission of supporting, empowering and organizing the indigenous migrant community in California's Central Coast.
- Proven ability to prioritize workload, self-motivation, and execute projects independently.
- Ability to coordinate, organize, and track individual cases.
- Tri-lingual Mixteco, Spanish, English speaker.
- Understanding of the unique needs of the farmworker population
- Computer skills – MS Word and Excel
- Ability to enter accurate data into database
- Attention to detail
- Excellent interpersonal and verbal skills, including the experience and ability to interact with staff, agency representatives, and especially, the community members.
- Team player.
- Desire to work with and advocate for the community
- Flexible schedule

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