



POSITION DESCRIPTION

JOB TITLE: Co-Coordinator

DEPARTMENT: Community Organizing

PROGRAM: Tequio Youth Group

REPORTS TO: Executive Director

SALARY: \$22/hr-\$24/hr

BENEFITS: Health benefits (medical, dental, vision), 403(b) with employer contribution, 11 paid holidays, paid Vacation and Sick time, winter break (typically last two weeks in December, returning Jan 2; employee paid supplemental insurance (i.e. life, accident, etc).

LOCATION: MICOP Office, Oxnard

STATUS: Non Exempt

HOURS WORKED: Full Time, 40 hours per week

HOW TO APPLY: To apply, send resume to and cover letter to: HR@mixteco.org

DEADLINE TO APPLY: Open until filled

ABOUT MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT

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.

Summary

Program Summary

MICOP's Tequio Youth Group program mobilizes youth and adults toward advocating for sustained change in schools, workplace and communities through educational campaigns, participatory research, coalition building, and direct action. The program also focuses on indigenous pride and educational goals through meetings, workshops, visits to college campuses, and collaborations with other indigenous groups in the area.

Position Summary

The Tequio Group Co-Coordinator position is a team effort leading the Tequio Youth Group program in Ventura and Santa Barbara counties. Each Co-Coordinator will be responsible for the full manager responsibilities for one quarter (3 months) each year. During the other nine months the Co-Coordinator

will work with the quarterly manager and other team members to support the program and bring the highest quality of service to the Tequio Youth Group program. Quarterly coordinators will meet with the incoming coordinator to impart essential information as described in the quarterly responsibilities to ensure a smooth transition each quarter.

The Co-Coordinator supports the development and implementation of a policy advocacy agenda working with and increasing the capacity of grassroots leadership, organizational stakeholders, and community allies. The Co-Coordinator of Youth Organizing should be firmly grounded in anti-racist/intersectional indigenous rights theory, have strong community organizing expertise, be excited at the prospect of growing with our organization, and welcome the opportunity to be a thought partner and team member to an exceptional staff. This position requires an individual who likes leading and working in a team, can maintain multiple responsibilities and can stay on top of information and tasks in a fast-paced organization.

Responsibilities

Quarterly Responsibilities

- Serve on the leadership team by participating in the organizational development process at MICOP.
- Oversee the development, tracking, and reporting of advocacy and organizing program goals, outcomes, and performance metrics.
- Effectively align program staff support and operations with long-term agency goals and expectations.
- Monitor and evaluate community organizing programs, practices, and initiatives to ensure quality and effectiveness; make recommendations for improvement.
- Understand how to create, and carry out, logic models, work plans, and evaluations.
- Spearhead the training and professional development of youth organizers and program staff to engage in community organizing and mobilization.
- Use a strengths-based or coaching approach to support team members, interns, and volunteers.
- Hold accountable and support team members, interns, and volunteers in program planning, project and time management, meeting facilitation, and sustainable work practice. Foster a team-oriented environment.
- Meet with the incoming co-manager to transfer information for a smooth transition of quarterly responsibilities.

Shared managerial responsibilities

- Direct the development and implementation of outreach and organizing plans including: training, communications systems, databases, strategic and tactical plans.
- Oversee and facilitate the development of action campaigns including: developing effective campaign plans, coordination of campaign activities and actions, and recruiting coalition allies.
- Identify policy research and advocacy opportunities in alignment with the vision, mission, and core values of MICOP; remains current in research trends, policies, regulations, and best practices.
- Serve as liaison with local and regional gender justice and economic justice advocacy collaborations, community allies, policy makers, and organizational stakeholders.
- Identify and build coalitions with key community partners.
- Represent MICOP/Tequio Youth Group: at community gatherings; at workshops, training, and presentations; to community, political, and government leaders; to other community-based organizations; and in the media.
- Support in the development, implementation, and continuous improvement of advocacy and organizing policies and procedures.

Other responsibilities

- Mobilizes the MICOP's Tequio Youth Group team and community members to participate in organizing efforts.
- Organize youth around community issues to create social, systematic change for an improved quality of life for indigenous youth on California's Central Coast.
- Motivate and inspire indigenous youth to fight for their dreams, to strengthen their skills Indigenous leadership and identity.
- Develop a sense of identity and family within the Tequio youth group and promote an environment of respect, solidarity, health and equity.
- Facilitate weekly meetings with young people that include dialogues and conversations such as on the history of indigenous population and the importance of teamwork and constant in the dismantling of oppressive systems through decolonization work.
- Help expand Tequio into multiple schools.
- Make reminder calls to youth.
- Coordinate guest presenters at Tequio club meetings in schools.
- Schedule meeting agendas.
- Organize and coordinate university visit trips.
- Help keep Tequio social media pages updated.
- Keep Tequio club member roster updated.
- Help organize Indigenous Youth Retreat.
- Coordinate and support Young Leaders with their applications to conference presentations and schools.
- Report to the supervisor on activities to carry out weekly.
- Other duties as assigned.

Requirements

- The Co-Coordinator should be an organizer in the movement fighting for social justice, indigenous human rights and equity.
- Flexible schedule with the ability to work evenings and weekends when needed.
- Ability to work with diverse people, communities, and cultures, with understanding of culturally competent practices.
- Proven ability to prioritize workload, be collegial with colleagues while being self-motivated, execute projects independently.
- Outstanding computer skills (particularly Microsoft Office programs including Word, Excel and Outlook), proficiency in utilizing the internet, and familiarity with Survey Monkey or other online evaluation tools.
- Ability to plan, organize, and execute program goals.
- High proficiency in English and Spanish, both written and spoken. Indigenous language skills such as Mixteco, Zapoteco or Triqui are highly desired.
- Excellent interpersonal and verbal skills.

Core Competencies

- Inspirational presence, reliable leadership, and enthusiasm for MICOP's mission and vision.
- Excellent individual and group rapport-building and communication skills (written and verbal) in a range of relationships and environments, including with co-workers, colleagues in the field, youth, program participants, parents, health and human services professionals, teachers, school leaders, and other key stakeholders.

- Skills and tools for facilitating youth-led initiatives and participatory planning; the candidate must be able to motivate youth and support youth self-determination while also creating and enforcing systems of accountability.
- Excellent time management, project management, and delegation skills.

Experience

- Bachelor's degree or equivalent experience required.
- Excellent community organizing skills and minimum 5 years of experience; demonstrated success in organizing, strategizing, implementing, and identifying victories on organizing campaigns.
- Management and supervisory experience preferred.

**MICOP IS AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN AND PEOPLE OF COLOR ARE ENCOURAGED TO APPLY.**