POSITION DESCRIPTION

JOB TITLE: Program Manager, Living with Love
REPORTS TO: Associate Director
SALARY: $24–$28/hour+ Benefits (Medical, Dental, Vision, Paid Holidays, Paid Time Off)
POSITION DURATION: Grant funded until 2026
LOCATION: MICOP Central Office
STATUS: Non-Exempt

ABOUT MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT

Founded in 2001, Mixteco/Indigena Community Organizing Project (MICOP) aids, organizes and empowers Ventura County’s indigenous immigrant communities through improved access to health and community resources, community organizing and advocacy, education, direct assistance, cultural promotion, and Radio Indigena.

Summary:
The Program Manager (PM) will oversee the Living with Love California, Reducing Disparities Pilot Project (CRDP). This project is a first-of-its-kind, Prevention and Early Intervention (PEI) initiative funded by the Mental Health Services Act (MHSA, or Proposition 63). This statewide initiative aims to pair community-driven mental health solutions with rigorous data for each of the 35 pilot projects. After an initial 5-year evaluation phase, the Living with Love CRDP has entered its next phase of work and has been funded for an additional 4-years.
The Program Manager will work 50% of the time in the program and 50% the time on evaluative activities. The Program Manager is a 1.0 FTE, 4-year position, and will require some travel. Program Manager will work closely with the CRDP Latino Technical Assistance Provider (housed at UC Davis), the Living with Love Local Evaluator and the UCLA Kaiser Permanente Center for Health Equity.

Responsibilities:

- Recruit clients to participate in workshops for the Living with Love program.
- Evaluate program participants using local and state evaluation tools.
- Convene the Living with Love Community Advisory Board, Living with Love monthly meeting with contact stakeholders, and the efficacy of Living with Love Curriculum, program sustainability.
- Provide leadership for the Living with Love team (Project Coordinator and Community workers/Promotores).
- Supervise and mentor the Program Community Workers/Promotores.
- Manage program activities, including: workshops, program evaluation, reporting, community advisory board, etc. Facilitate ongoing recruitment of the Community Advisory Board for evaluation input.
Conduct evaluation of program outputs and outcomes.
Represent MICOP at all CDRP related meetings, training and events.
Oversee the reporting and evaluation activities of the Project Coordinator.
Provide oversight of program development and execution.
Develop the Capacity Building Action Plan in conjunction with the Technical Assistant.
Collaborate with the Living with Love education consultant on reviewing results, analyzing data and making adjustments to the Living with Love curriculum, as needed.
Collaborate with the Program Coordinator to prepare presentations for community members and area agencies regarding project outcomes, data and lessons learned.
Develop the outreach plan that Community Workers/Program Promotores will execute.
Maintain confidentiality and compliance for both Program Coordinator and Community Workers/Promotores.
Develop an annual class calendar for 12 series of Living with Love.
Coordinate the use of an interpreter, as needed for Living with Love classes.
Participate in the MICOP leadership team (meetings, activities, events, as scheduled).
Other duties as assigned.

Required Skills:

- Bilingual English/Spanish, ability to speak a(n)indigenous languages a plus.
- Able to engage and commit to the MICOP mission.
- Strong interpersonal as well as public communication skills.
- Able to manage multiple deadlines and time effectively.
- Proficient in Microsoft Office Suite.

Experience:

- Education requirement: Bachelor’s Degree in related field and/or 3-5 years experience.
- Experience developing curricula that addresses the subject of domestic violence and mental health.
- Prior research and evaluation experience, including data collection and analysis.
- Previous experience developing outreach strategies in indigenous migrant community.
- Supervision experience (staff, interns, volunteers).
- Demonstrated leadership skills.

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