



## **Position Description**

**JOB TITLE:** Director of Community Organizing

**DEPARTMENT:** Community Organizing

**PROGRAM:** n/a

**REPORTS TO:** Executive Director

**SALARY:** \$65,000-\$70,000/year, depending on experience.

**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:** Exempt

**HOURS WORKED:** 40 hours per week

**HOW TO APPLY:** Send resume and cover letter to [hr@mixteco.org](mailto: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**

The Director of Community Organizing is responsible for engaging, organizing, leading and planning the organizing functions at MICOP. The position will oversee projects across different counties and will be responsible for Tequio Youth Group, Labor Justice, Environment Justice, Wage Theft, and WorkForce. The Director of Community Organizing will supervise the organizing department and staff and report directly to the Executive Director.

#### **Responsibilities**

***Organizing (75%):***

- Mentor, develop, and supervise organizing staff to effectively recruit grassroots members, recruit new members through door-to-door outreach, phone banking, house meetings, targeted outreach tactics, community events, and organizing drives.
- Coordinate and lead grassroots meetings, committees, and events.
- Lead campaign development in collaboration with key MICOP stakeholders.
- Base-building & Leadership Development of grassroots members to deepen their political consciousness and strengthen their organizing and public speaking skills.
- Serve as the primary representative for MICOP and build relationships with strategic coalition partners in order to advance campaign objectives.
- Provide capacity building & political education of grassroots leaders, members, staff, and allies to develop a strategic analysis of: power, the use of legislative and electoral policy interventions, the corporate agenda, and issues of economic, racial and environmental justice.
- Develop organizing strategy and tactical plans for various MICOP organizing campaigns, coordinate activities, organize actions, and represent MICOP in meetings with policy makers, allies, and coalitions.
- Provide organizing direction for the Manager of Organizing, Senior Organizers and Community Organizers.
- Participate in Radio Indigena Programming, PSA's One on one interactions and community meetings.
- Supervise and oversee activities conducted by the Organizing Managers, Tequio Youth Coordinators and Organizers.
- Lead campaign issue assessment, research, policy development, advocacy, planning, monitoring and evaluation.
- Mentor, train, and supervise organizing department managers to develop contract scope of work and grant writing.
- Provide general guidance, training and assistance, as needed, for the various organizing campaigns, events, actions and other general activities.

***Organizational and Administrative Duties (25%):***

- Develop and maintain systems, tools, and materials to support effective implementation of organizing staff's work plans and responsibilities.
- Provide regular supervision, support and guidance to the staff organizers and organizing managers to succeed in their work, avoid burnout and better engage our target population.
- Develop and coordinate work plans for each programmatic staff organizer.
- Identify professional development goals, training, fellowships and coaching for organizers.
- Train and support staff, members and volunteers to develop leadership skills.
- Create systems and opportunities to support the organizers.
- Build and maintain relationships with key allies, funders, decision-makers, and coalitions, and represent MICOP leadership in various network spaces, conferences, meetings, and hearings.
- Support our internal operations including managing our member database, tracking our organizing department budget and finances, tracking outcomes and writing reports, and supporting the administrative work of leading our team.
- Support institutional fundraising and development, including: identifying new streams of funding, assisting in grant proposal writing, tracking and reporting on grant deliverables, maintaining and building new relationships with key stakeholders.
- As part of MICOP's Management Team, collaborate and coordinate with other MICOP staff and departments to support strategic planning, tracking of organizational and department goals, planning and leading staff meetings, and planning and executing organization-wide events.

- Provide support as requested by the Senior Leadership Team (Executive Director, Associate Director, Director of Program, Director of Development and Director of Operations).

### **Required Skills**

- Have experience with campaign development and execution for labor, housing, gender, and/or migrant rights.
- A demonstrated commitment to social justice, racial justice and a strong understanding of the intertwined, intersectional issues that shape material conditions in low-income communities and communities of color, as well as their structural/root causes.
- Knowledge of the issues affecting low-income communities.
- An understanding of the role of member-based organizing, as distinct from advocacy, activism, mobilizing, and voter engagement.
- Strong organizational, time management skills; ability to develop effective monthly, quarterly, and annual plans.
- Demonstrated success motivating staff to meet and exceed their goals.
- Communication skills must demonstrate maturity, integrity and respect for all people.
- Commitment to MICOP'S mission; including a strong commitment to racial, gender, and economic justice.
- Able to train and develop staff and community members in organizing, community advocacy and/or political operations.
- Demonstrable focus, resilience, and problem-solving skills necessary to develop solutions under challenging circumstances.
- Impeccable writing, presentation and oral communication skills, as well as an ability to synthesize and translate complicated information into clear language.
- Ability to excel in a high paced environment, set priorities and manage time to accomplish objectives.
- Strategic and analytical approach to political issues.
- Able to make recommendations after careful thought and analysis of relevant information.
- Able to relate to people of various social, cultural, economic, and educational backgrounds.
- Ability to interact professionally, diplomatically and respectfully with elected officials, donors, board members, leaders of ally organizations, and news reporters.
- Able to work non-traditional hours that might include evenings and weekends.
- Ability to communicate effectively in English, Spanish.
- Ability to communicate in Mixteco, preferred.
- Valid driver's license and reliable means of transportation.

### **Experience**

- Bachelor's Degree or equivalent years of experience in Community Organizing.
- 6+ years of experience in a progressive leadership role within labor, community or advocacy organizations.
- 4+ years of successful experience training, mentoring and supervising staff and teams, with the proven ability to foster a healthy, balanced, and accountable environment for staff.
- 4+ years of experience developing, leading and winning grassroots campaigns.
- 6+ years of experience in a progressive leadership role within labor, community or advocacy organizations.

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