



POSITION DESCRIPTION

JOB TITLE: Coordinator

DEPARTMENT: Behavioral Wellness

PROGRAM: Opportunities for Youth

REPORTS TO: Program Manager

SALARY: \$22/hr-\$26/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, Oxnard Office

STATUS: Full-Time

HOURS WORKED: 40 hours/week

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

DEADLINE TO APPLY: Position open until filled

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

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

MICOP's Opportunities for Youth (OFY) program takes a trauma-informed, youth-centered approach to supporting indigenous & non-indigenous Undocumented Unaccompanied Minors living in Ventura & Santa Barbara Counties. A majority of the youth experience trauma due to a number of reasons, including arriving in the US after being forced to leave their home countries, being held in immigrant detention, being separated from their families, the isolation of living in a new country, as well as the pressures of

navigating the US immigration system. The need for access to resources, advocacy, and follow up is extensive for both youth and their sponsor.

Responsibilities:

- Recruit, train, and supervise MICOP Opportunity For Youth (OFY) program staff in Ventura County.
- Identify and partner with local community resources providers and maintain community partnership relationships.
- Coordinate and assist in designing and implementing workshops, series and reunions for the youth and their sponsors.
- Coordinate and partner with MICOP's immigrant legal services team.
- Work closely with the OFY team to write progress notes and progress reports and perform data entry.
- In collaboration with the program manager, develop timely notes that will be used to write progress reports.
- Track program metrics.
- Represent MICOP for CDSS OFY related activities in Oxnard.
- Other duties as assigned.

Requirements

- Demonstrated experience supervising paid staff.
- Passion for mission of supporting, empowering and organizing the indigenous migrant community in California's Central Coast.
- Proven ability to prioritize workload, collaborate and work well in teams.
- Be self-motivated and execute projects independently.
- Demonstrated ability to use strength-based, youth-centered, and trauma-informed approaches to services delivery.
- Ability to plan, organize, and execute program goals.
- High proficiency in English and Spanish, both written and spoken.
- Ability to speak an indigenous language such as Mixteco, Zapoteco or Triqui is highly desired.
- Excellent interpersonal and verbal skills.
- Flexible schedule with the ability to work evenings and weekends when needed.

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