



POSITION DESCRIPTION

JOB TITLE: MILA Immigration Education and Outreach Specialist

DEPARTMENT: Immigration Services

PROGRAM: MICOP Immigration Legal Assistance (MILA)

REPORTS TO: MILA Program Manager

SALARY: \$20/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, Oxnard Office

STATUS: Non Exempt

HOURS WORKED: 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

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

The Education and Outreach Specialist (EOS) is responsible for empowering members of the community by providing education and outreach activities that explain immigration remedies, and basic legal rights relating to immigration and local law enforcement, referring individuals to qualified legal immigration service providers, holding workshops and participating at events that will benefit the lives of Mixtecs and other indigenous immigrants living in Santa Maria, coordinating with MILA staff in order to screen, schedule and interpret for MILA clients. This position will work under MICOP's legal program, known as MICOP Immigration Legal Assistance (MILA).

Responsibilities

- Referrals to trusted sources that provide legal assistance to individuals seeking DACA, Citizenship, LPR, Asylum, U-Visa Removal Defense, and other immigration remedies.

- Outreach to targeted groups: 1) low-income; 2) underserved; 3) hard-to-reach; 4) indigenous individuals.
- Provide information on DACA, naturalization and other immigration topics.
- Inform and educate individuals about basic legal rights relating to immigration and local law enforcement through Know Your Rights workshops, flyers, and other promotion.
- Prepare informational handouts, flyers, and promotional videos including hosting informational Facebook Live to promote and conduct education and outreach virtual events.
- Reach out to community organizations to participate in community education events, fairs, festivities to share topical immigration information.
- Screen and schedule MILA clients.
- Assist in preparing various applications for USCIS, EOIR, and CBP; provide associated administrative and office management tasks for MILA, such as making copies, assembling evidence, drafting USCIS, EOIR forms and drafting affidavits.
- Assist in family reunification process for unaccompanied minors including coordinating communication with the Mexican Consulate and the Office of Refugee Resettlement (ORR)
- Build trust among local residents and engage them through visits to agricultural fields, churches, community centers, schools, and homes.
- Maintain an accurate database and reporting system of outreach efforts.
- Maintain consistent communication with clients and supervisors.
- Other duties as assigned.

Requirements

- Bachelor of Arts or equivalent experience required.
- Commitment to MICOP's mission.
- Group facilitation skills and public speaking experience.
- Strong interpersonal and communications skills.
- Strong analytical, negotiation, and problem-solving skills.
- Must understand the political process, government structures.
- Strong computer skills needed: PowerPoint, Google Workspace, Adobe Reader PDF etc.
- Bilingual Spanish-English skills required, Mixteco language skills preferred.
- Must be able to work weekends and evenings, and have reliable transportation.

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