



MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT RECRUITMENT SPECIFICATION

JOB TITLE: Community Organizing Manager

DEPARTMENT: Community Organizing

PROGRAM: Various programs such as: LISTOS, Indigenous Farmworker Program

REPORTS TO: Community Organizing Director

SALARY: \$26/hr-\$30/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

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 Community Organizing Manager is responsible for overseeing specific programs in the Community Organizing Department. Work locations for this role are chosen based on specific program needs. The person in this position works closely with community organizers to bring awareness to the farmworker community and to organize and address labor issues such as occupational health and safety, paid sick leave, workers' compensation, retaliation, farm workers' rights and others, as needed. Managers and community organizers work together to support farm workers' actions to achieve better work conditions. The manager collaborates with agencies and represents MICOP at various social/labor justice events. In addition, a person in this role oversees a team of community organizers and works to meet program goals.

Responsibilities

- Supervise and oversee activities conducted by community organizers.
- Coordinate leadership development training and educational sessions that aim at increasing leadership abilities and skills among local community residents.
- Coordinate and facilitate community residents' meetings aimed at identifying and prioritizing the most pressing issues impacting the community.
- Develop advocacy plans of action to address relevant issues selected by the community.
- Identify the agencies and organizations, and the laws/rules responsible for the issues the community faces. Troubleshoot and identify actions that can mitigate the problem(s).
- Build collaborative partnerships and alliances with other agencies, organizations, and individuals focused on similar community issues.
- Represent MICOP in different events on social/labor justice issues.
- Create a strategic plan to lead/facilitate labor justice campaigns.
- Develop and lead training for program staff on community organizing.
- Align program staff with desired outcomes, to ensure completion of program goals.
- Oversee data tracking needed to prepare reports required by grants.
- Develop plans to ensure grant objectives are met.
- Develop reports for MICOP Executive Director, Assoc. Director and Board Directors.
- Participate in coalitions that work to improve labor rights of the agricultural community.
- Meet with community organizing managers and evaluate comm. org. Programs.
- Identify advocacy and outreach opportunities for community organizers.
- Support and mentor community organizers; foster a team-oriented environment.
- Prepare content for Radio Indigena programs to promote the labor rights of agricultural workers.

Requirements

- Leadership: Able to work hard, inspire others to work towards a cause and volunteer their time and effort to achieve desired outcomes.
- Commitment to MICOP's mission and addressing community issues.
- Excellent interpersonal and group facilitation skills.
- Ability to communicate clearly both orally and in writing.
- Strong analytical, critical thinking, and problem-solving skills.
- Capable of negotiating, and accomplishing objectives.
- Must be able to work weekends, evenings and have reliable transportation.
- Proficient in MS Office Suite and Google Workspace.
- Language Skills: Bilingual in English and Spanish.
- Ability to speak an indigenous language, preferred.

Experience

- Bachelor's degree or equivalent experience preferred.
- 1+ years of leadership experience is required.
- Must understand the political process and government structures.
- Proven experience operating within a social justice environment.

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