



MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT RECRUITMENT SPECIFICATION

JOB TITLE: Program Coordinator

DEPARTMENT: Behavioral Wellness

PROGRAM: Curando la Comunidad

REPORTS TO: Program Manager

SALARY: \$24/hr-\$28/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, Santa Maria

STATUS: Non Exempt

HOURS WORKED: Full Time, 40 hours a 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.

The Program Coordinator will be responsible for the implementation and coordination of the Curando la Comunidad Contract between MICOP and Sierra Health. This contract serves to increase access to mental health services for high priority underserved groups by providing direct mental health support and outreach from MICOP's Curando la Comunidad (Team Healing the Community formerly known as Healing the Soul) in partnership with Sierra Health practitioners (face-to-face and/or virtually) Mixteco/Indígena community members and other priority group community participants. The project is designed to increase the quality of multilingual culturally appropriate, responsive, and sustaining preventative mental health care services to participants. Additionally, the project is designed to support the destigmatization of mental healthcare in the Mixtec/ indigenous, Black, LGBTQ+ communities in the MICOP footprint as well as provide options for healthcare support through healing circles, and education through a certificated workshop series. The Program Coordinator will provide leadership support (to the

Program Manager) and management of 2 Promotores and 1 case worker, managing a caseload of approximately 50 clients. The Program Coordinator will support the teams' provision of weekly, bi-weekly, and monthly opportunities toward the stigma reduction of mental health issues and the need for mental healthcare for the community utilizing Indigenous healing practices including plant-based teas, vapor baths, energy limpias, breath work, meditation, visualization, gentle movement, etc. The Program Coordinator will be able to assume the roles of Promotora/ Project Service Navigators or Case Manager when needed, in order to provide continuity of service in meeting the goals identified. As well, the Program Coordinator will assist in preparation, teaching curriculum, and support of the Promotora team providing leadership of healing circles and events.

Responsibilities

- Assist the Program Manager with the recruitment, hire, and identifying assignments for promotora/ project service navigators and case workers.
- Coordinate the training for promotora/ project service navigators and case workers.
- Monitor and support activities of promotora/project service navigators and case workers.
- Meet weekly with promotora/project service navigators and case workers.
- Meet bi-monthly with the Program Manager.
- Receives and enters pre-test and post-test data Sierra Health accountability information.
- Receive copy of intake forms and inputs data (SurveyMonkey, Google forms).
- Attend follow up meetings, as needed.
- In conjunction with the Program Manager, review and analyze data for project monitoring and improvement.
- Attend Sierra Health meetings as scheduled.
- Other duties may be assigned.

Required Skills

- Commitment to MICOP's mission.
- Bilingual Spanish-English skills, required.
- Mixteco, Zapoteco, or other Indigenous languages preferred.
- Excellent MS Office, and Google Workspace skills.
- Ability to communicate proficiently, basic office skills.
- Previous data collection experience.
- Attention to detail

Experience

- Bachelor's degree, or related work experience in related discipline preferred, or equivalent healing/ plant medicine/ mental health in Indigenous, Mexican healing modalities required.
- Minimum two years' of previous data collection experience.
- Experience managing a professional team.
- Direct experience working with Mixteco/ Indigenous families and/or the community

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