



MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT RECRUITMENT SPECIFICATION

JOB TITLE: Program Coordinator

DEPARTMENT: Behavioral Wellness

PROGRAM: Kuni Mi

REPORTS TO: Director of Behavioral Wellness

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, 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 Youth Radio Coordinator will work closely with the Tequio Youth Group to build protective factors against suicide amongst Indigenous Migrant Youth, including Mixtecs, Zapotecs and Purepechas living in the Central Coast counties of Ventura, Santa Barbara and San Luis Obispo, who face multiple vulnerabilities including race, language, culture, income, immigration status, etc. This position will focus on protective factors that include building cultural awareness, and pride in the roots of participating teens, building connectedness to the community of caring adults and peers, developing coping and problem solving skills, and empowering youth to advocate for systemic changes against racism and discrimination.

Responsibilities

- In collaboration with the Program Manager, lead the development and production of Public Service Announcements (PSAs) and programming content on Radio Indigena.
- Work with Tequio Youth and their peers, to help lead/facilitate listening sessions focused on suicide prevention among Indigenous migrant youth.
- Work with with Tequio Youth to narrow down the main themes to be included in the suicide prevention communications plan.
- Engage Indigenous Latino/a/x youth that are primarily first generation migrants and offer them culturally appropriate, trauma informed programming that incorporates social justice youth and development principles.
- Create protective environments by engaging community members in shared activities.
- Increase screening of program participants and provide appropriate referrals.
- Lead efforts to develop and implement a culturally competent, multilingual communications plan that effectively reaches the target population of Indigenous migrant youth and parents with tested suicide-prevention messaging. The communications plan may include radio talk shows with invited guest speakers, including mental health counselors and other experts.
- Collaborate with MICOP's Mental Health Behavioral Wellness team and Tequio Youth to compile a list of youth centered support services, resources and information available for youth in crisis in each of the counties targeted for this effort.
- Ensure that information and resources compiled is included into all components of the communications campaign
- Disseminate information on available crisis response resources for Indigenous Youth and their families.
- Use high touch, in person outreach along with phone, text messaging, and social media engagement of youth.
- Engage in program evaluation activities, as needed.
- Monitor number of social media posts, PSAs recorded and broadcasted, increases in social media followers/likes, number of call-ins during radio broadcasts, tracking information and number of people reached through community events.
- Participate in meetings to share the successes and challenges encountered along the way, as well as to learn about best practices in the suicide prevention space.
- Attend Technical Assistance activities designed to increase knowledge and competence.
- Other duties as assigned.

Required Skills

- Ability to collaborate with Marketing and Communications Associate to create content for social media posts.
- Commitment to uplift and support indigenous identities and languages.
- Ability to communicate in English, Spanish, and an Indigenous language.
- Proficiency in MS Office Suite and Google Workspace.
- Ability to work in an office environment.
- Strong interpersonal skills.
- Ability to welcome others and build collaborative, supportive group dynamics.
- Excellent writing and organizational skills.
- Responsible, with ability to follow through and complete projects.
- Ability to work a flexible schedule, independently without close supervision, and meet deadlines.
- Able to pay close attention to details.
- Have reliable transportation.

Experience

- BA in Communications/Media Production or related field, preferred or equivalent work experience.
- Experience related to creating content for disseminating information on social media.
- Experience working with youth on mental health issues.
- Demonstrated knowledge of project leadership.
- Volunteer supervision experience, preferred.
- Previous experience gathering data, and generating reports.
- Two years of general office experience with emphasis using computer applications to store data, and maintaining a database, preferred.
- Previous experience leading and organizing a radio station or a program related to radio, preferred.
- Demonstrated knowledge of media production and project leadership, preferred.
- Working knowledge of Natural Log, Natural Music and Simian software is preferred.

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