



## MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT RECRUITMENT SPECIFICATION

**JOB TITLE:** Program Coordinator

**DEPARTMENT:** Social Services Department

**PROGRAM:** Doula

**REPORTS TO:** Associate Director

**SALARY:** \$24/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 Office

**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](mailto: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 Indigenous Doula Program Coordinator will coordinate doula services for Indigenous families, including family intakes, Medi-Cal invoicing, and data tracking. They will work closely with the MICOP doula team to ensure they have the necessary resources and support to provide culturally appropriate care that effectively meets the needs of expectant indigenous mothers and maintains high standards of care and professionalism. The Coordinator will also be responsible for tracking program data to ensure that program goals are being met and producing reports to be shared with program funders and stakeholders. This position requires strong organizational skills, attention to detail, and experience working with Indigenous communities.

## **Responsibilities**

- Participate in the training and supervision of MICOP doulas (between 6-8) to ensure that MICOP doulas comply with local and state regulatory bodies.
- Coordinate with outside agencies to assign families. Outside agencies include Gold Coast Health Plan and the Ventura County Medical Center.
- Manage data compliance for Medi-Cal billing.
- Coordinate with the Finance Department to ensure MICOP is reimbursed by Medi-Cal.
- Ensure Doulas have the necessary skills and knowledge to support expectant mothers.
- Provide ongoing support, training and supervision to the doulas in the program.
- Provide regular check-ins, resources and guidance, and address any concerns or challenges.
- Match expectant mothers with doulas based on their needs, preferences, and staff available.
- Understand each doula's strengths and specialties and each client's specific needs.
- Schedule appointments, manage client intake processes, and ensure all necessary paperwork and documentation are completed accurately and on time.
- Maintain the quality and effectiveness of the doula services provided.
- Collect client feedback, monitor outcomes, and continuously seek ways to improve the program.
- Be involved in community outreach efforts to raise awareness about doula support's benefits and promote the program to potential clients and partners.
- Represent MICOP in stakeholder meetings
- Other duties as assigned.

## **Requirements**

- 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.
- Direct experience working with Mixteco/ Indigenous families and/or the community.
- Experience managing personally identifiable information
- Previous experience working as a doula, preferred.

\*\*\*Required: Valid California Identification.

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