



MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT RECRUITMENT SPECIFICATION

JOB TITLE: Program Manager

DEPARTMENT: Behavioral Wellness

PROGRAM: Conectandonos

REPORTS TO: Director of Behavioral Wellness

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, Santa Maria

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 Program Manager is responsible for the planning of outreach, workshop, referral and follow-up activities that MICOP mental health navigators (known as the BWell Navigators) execute every month. Additionally, the Manager will be responsible for maintaining an updated data tool and reporting it to the project grantors. In addition, the person in this position will have day-to-day management responsibilities for the Prevention and Early Intervention program. This will include the supervision of BWell Navigators, attending community collaborative meetings, and working to increase access to community services for indigenous migrant families in Santa

Barbara County.

Responsibilities

- Learn and understand the mental health system in Santa Barbara County.
- Coordinate the work and communicate with the BWellness Department within Santa Barbara County.
- Coordinate all project activities.
- Oversee the work of Indigenous BWell Navigators and ensure the activities (workshops, outreach, follow-up, referrals) are executed.
- Create outreach plan for promotoras.
- Create flyers/brochures and update them as needed. Coordinate and facilitate monthly meetings, training, on mental health topics for the BWell Navigators.
- Support BWell Navigators in doing outreach and workshops, as needed.
- Support BWell Navigators in referral services to outside agencies and organizations (case management).
- Plan space requirements, request the use of facilities for workshops and meetings.
- Fulfill reporting requirements for project grantors.
- Manage data-input for the project.
- Track activities and success stories
- Represent MICOP at quarterly grantee meetings
- Responsible for the selection, training and supervision and management of the BWell Navigators, as needed.
- Support active involvement of clients and their families in treatment, recovery and policy development.
- Disseminate publications and information about behavioral health resources to the community.
- Host at least eight (8) workshop series on identifying risk factors and increasing protective factors against developing a mental illness.
- Refer individuals to mental health and other necessary services as needed and track the number of referrals made and the number of individuals who engaged in services.
- Other duties, as assigned.

Requirements

- Commitment to MICOP's mission.
- Bilingual Spanish-English skills required; ability to speak Mixteco, preferred and other Indigenous languages a plus.
- Ability to communicate both verbally and in writing, excellent interpersonal skills.
- Ability to present information to agencies (state and county) coherently, competently, and compellingly. Strong public speaking skills.
- Proficient in MS Office Suite, Google Workspace, Publisher and other data platforms, as needed.
- Able to work in an office environment and proficient at managing a professional team.

- Able to work well with a diverse group of people.
- Ability to work outdoors for long periods of time
- Ability to manage multiple projects simultaneously and meet deadlines.
- Ability to travel to other locations and have reliable transportation
- Able to collaborate and build productive partnerships with outside agencies.
- Attention to detail
- Ability to work a flexible schedule and adjust to business needs.

Experience

- BA in Psychology or related humanities degree, AA in Psychology or related humanities degree OR experience in the mental health sector.
- Minimum two years' of previous data collection experience.
- Experience supervising and 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**