



## MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT RECRUITMENT SPECIFICATION

**JOB TITLE:** Program Coordinator

**DEPARTMENT:** Social Services

**PROGRAM:** Interpretation and Language Services

**REPORTS TO:** Executive Director

**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, occasional travel to program sites

**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](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 Interpreter Coordinator is a valuable part of MICOP's efforts to promote linguistic access and justice for the indigenous community in Santa Barbara and Ventura County. The person in this position will work closely with MICOP's Executive Director and second program coordinator to oversee MICOP's Indigenous Language Interpreter program, deploying interpreters to local, regional and national agencies for on-site or telephonic interpretation, coordinating ongoing interpreter trainings for staff, provide interpretation services, facilitate Interpreters' Language Network, provide cultural and linguistic competency trainings to contractors about MICOP's Indigenous Language Interpreter Program and protocols.

## **Responsibilities**

- Manage the Indigenous Language Interpreter Program, ensuring provision of quality interpretation to MICOP's 70+ client agencies.
- Coordinate training for new and existing interpreters.
- Develop, file and organize new contracts (hard copy and digital), with new agencies; as well as renewals of any existing contracts (as needed; year-to-year).
- Represent MICOP in public, as needed.
- Perform data entry to track the Interpreter Services provided.
- Provide interpreting services (at least .4 FTE).
- Prepare backup documents for monthly invoices
- Provide language assessments and matches for interpreters to assure quality of services provided.
- Contribute insight, opinions and vision to the daily operations of the organization by participating in weekly leadership meetings.
- Prepare and participate in MICOP's monthly community meeting.
- Supervise MICOP interpreters in Santa Barbara and Ventura County.
- Check and approve interpreter time cards for accuracy.
- Other duties as assigned.

## **Requirements**

- Bachelor's degree or equivalent relevant experience.
- Bilingual Spanish-English skills required
- Experience managing a professional team.
- Commitment to MICOP mission of empowering the indigenous community of Ventura, Santa Barbara, and San Luis Obispo County .
- Proficiency with Microsoft Office Suite, Google Apps & Drive, Internet navigation, video and telephonic conferencing.
- Direct experience working with Mixteco/ Indigenous families and/or the community
- Be punctual, meet deadlines and manage time effectively.
- Ability to assume a variety of tasks in a flexible, positive, and supportive manner.
- Have your own transportation.

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