



MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT RECRUITMENT SPECIFICATION

JOB TITLE: Program Director

DEPARTMENT: Administrative

PROGRAM: Programs-Paso Robles

REPORTS TO: Executive Director

SALARY: \$69,000 - \$75,000 annually

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, Paso Robles + travel, as needed

STATUS: Exempt

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 Director works closely with the Executive Director to lead and supervise programs, community organizing and engagement efforts. This position oversees projects and programs that support the indigenous migrant community living in San Luis Obispo County, including the city of San Miguel and Paso Robles. The Program Director is a key member of MICOP's senior leadership team.

Responsibilities

- Key member of MICOP's senior leadership team.
- In cooperation with the Executive Director, create and execute a strategic organizing plan for the region.

- Collaborate strategically with the MICOP Development Director and support donor development plans for San Luis Obispo County.
- Participate in weekly meetings, and guide organizational operations.
- Supervise the day-to-day operations of the MICOP's Paso Robles' office, this includes programming, outreach efforts.
- Supervise the Paso Robles office.
- Manage, or supervise the office supplies and equipment purchases, contracts for office(s) this position supervises.
- Support the HR Generalist with staff hiring, onboarding and exiting the organization when needed
- Support policy and advocacy efforts.
- Support, develop and implement MICOP's emergency response & preparedness plan.
- Alongside directors, managers, and supervisors in other counties to recruit, train, and supervise MICOP program staff (community organizers, outreach specialists, promotores).
- Build trust and engagement among local indigenous farmworkers through visits to agricultural fields, churches, community centers, and homes.
- Develop timely progress reports for foundation and corporate funders.
- Support MICOP's communication efforts in collaboration with the MICOP communications team.
- Represent MICOP at community events, both locally and across the region.
- Other duties as assigned.

Requirements

- Proven ability to prioritize work, collaborate with colleagues, be self-motivated, and execute projects independently.
- Ability to plan, organize, and execute campaigns.
- High proficiency in English and Spanish, both written and spoken. Indigenous language skills such as Mixteco, Zapoteco or Triqui are highly desired.
- Excellent interpersonal and verbal skills, including the experience and ability to interact with staff, media, elected and appointed officials, corporate/business representatives, and community members.
- Passion for the mission of supporting, empowering, and organizing the indigenous migrant community in California's Central Coast.
- Flexible schedule with the ability to work evenings and weekends, as needed.
- Excellent writing skills and a proven ability to manage multiple responsibilities simultaneously and achieve quality results.

Experience

- Bachelor's degree or equivalent experience required.
- 3 years supervision experience.

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