



MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT RECRUITMENT SPECIFICATION

JOB TITLE: Senior Program Manager

DEPARTMENT: Wellness

PROGRAM: Kuni Mi, OFY, Tequio

REPORTS TO: Director of Wellness

SALARY: \$28/hour-\$32/hour

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 OF WORK: 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 Senior Program Manager will work with Indigenous migrant youth to strengthen protective factors and support mental health and wellness within the community.. Services are provided to Mixtec, Zapotec, and Purépecha youth living in Ventura, Santa Barbara, and San Luis Obispo counties on the Central Coast, 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

- Supervise all three programs and ensure all grant and contract deliverables are met on time and in full
- In collaboration with the programs, lead the development and production of Public Service Announcements (PSAs) and programming content on Radio Indigena.
- 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 development and implementation of a culturally competent, multilingual communications plan to reach Indigenous migrant youth and parents
- Ensure OFY, Kuni Mi, and Tequio to compile a list of youth centered support services, resources and information available for youth in each program
- Support each program manager and maintain clear, consistent communication
- Ensure that information and resources compiled is included into all components of the communications campaign
- Ensure collaboration between OFY, Kuni Mi, and Tequio programs
- Disseminate information on available crisis response resources for Indigenous Youth and their families.
- Engage in program evaluation activities, as needed.
- Monitor social media activity, PSAs produced and aired, audience engagement, call-ins, and reach from community events
- Ensure programs are inclusive, accessible, culturally responsive, and supportive of diverse community
- Identify and pursue funding opportunities to support and expand the three programs, including researching grants, preparing proposal materials, and coordinating with partners on submissions
- Develop and maintain program reports for all three programs, including but not limited to participation metrics
- Participate in meetings to share program successes, discuss challenges, and learn best practices in suicide prevention
- 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.
- Required to communicate in English, Spanish.
- Ability to speak Indigenous language preferred.
- 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

- Bachelor's degree or equivalent work experience.
- Bilingual in English and Spanish required
- Experience related to creating content for disseminating information on social media.
- Experience working with youth on mental health issues.
- Demonstrated knowledge of project leadership.
- Management 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.

MICOP IS AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will be considered for employment without discrimination based on race, religion, gender, gender identity, sexual orientation, national origin, disability, protected veteran status, or any other status protected by applicable law.