



POSITION DESCRIPTION

JOB TITLE: MICOP Farmworker Census Outreach Coordinator

REPORTS TO: Associate Director

HOURLY SALARY: \$19-\$21/hr, 40 hours FTE (Dental, Health insurance, 5 PTO after 3-month probationary period, & 10 holidays)

Application Deadline: Please email resume and cover letter to genevieve.flores-haro@mixteco.org by January 15, 2020

Organization Summary:

Founded in 2001, the Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers Ventura County's indigenous migrant communities through improved access to health and community resources, community organizing and advocacy, education, direct assistance, cultural promotion, and Radio Indígena. MICOP is located in Oxnard, CA. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

Position Summary:

MICOP is seeking a Farmworker Census Outreach Coordinator to execute our statewide census outreach and education efforts to California's farmworker population. MICOP is one of 2 organizations statewide tasked with specifically working and mobilizing California farmworker communities to participate in the 2020 US Census. An estimated 40% of Farmworkers live in the top 5 counties: Fresno, Monterey, Kern, Tulare and Ventura. The Central Coast has also been found to provide the most stability in farmworker employment, with farmworkers spending an average of 150 days at one single location site.

This is a short-term position (9-months) and will require travel throughout the state of California.

Key Responsibilities:

- Coordination, and execution of initiative activities in the region; enlisting and training a diverse set of partners and stakeholders to join our census campaign, with a particular emphasis on addressing the undercount of non-English speaking farmworkers.
- Execute timelines and work plans for project implementation and general project management.
- Implement and track program metrics and evaluation benchmarks in collaboration with Data Manager.
- Coordinate with regional, state and federal agencies, community-based organizations, city agencies, and volunteers performing census outreach efforts.
- Conduct meetings, presentations, trainings, and workshops around MICOP census promotora training model to sub-grantees and other state partners.
- Collaborate and coordinate with elected officials, education advocates, and community based networks to disseminate prepared material; coordinate and track dissemination of community outreach materials to key partners throughout California.
- Recruit and manage team of MICOP promotoras in census outreach/education.
- Work with local media partners and serve as a spokesperson for the organization with media and others as instructed (including interviews in Spanish and English).
- Utilize social media and ethnic media in promoting Census 2020 including PSA development

- In collaboration with MICOP Associate Director, act as representative for Complete Count Committees at the state and local levels while sharing information and resources internally and externally.
- Provide regular reports on the campaign's activities to MICOP administrative team while preparing regular reports and updates for public distribution and grant reporting as needed.
- Assist in recruitment and oversight of volunteers and interns for census outreach efforts
- Must be willing to travel locally and statewide as needed.
- Work flexible/extended hours including weekends and evenings.

Position Qualifications

- Minimum of 2 years of community outreach or campaign experience in nonprofit program or campaign setting.
- Experience managing coalitions and/or community organizing.
- Proficiency in English & Spanish required (written and spoken), indigenous languages like Mixteco and Zapoteco are a plus.
- Project management and program planning experience.
- Prior experience with database management.
- Excellent interpersonal and verbal skills, including the experience and ability to interact with staff, media, elected and appointed officials, corporate/business representatives, community members, and especially, the general public/community.
- Proven ability to prioritize workload, be collegial with colleagues while being self-motivated, execute projects independently.
- Excellent writing and editing skills with the ability to prepare a wide array of written materials as needed in English and Spanish.
- Experience working with both traditional and social media.

Employee Status: Non-Exempt

Located in MICOP central office in Oxnard (with travel as needed)