



## **POSITION DESCRIPTION**

**JOB TITLE:** MICOP Santa Maria Program Director

**REPORTS TO:** Executive Director

**COMPENSATION:** Competitive, including Dental, Health insurance, 5 PTO Days & 10 holidays

**Application Deadline:** Please send a cover letter, resume, and a brief writing sample a current issue facing indigenous migrants or the community of Santa Maria to Arcenio López, Executive Director, at [arcenio.lopez@mixteco.org](mailto:arcenio.lopez@mixteco.org) by January 31, 2020, at 5 pm.

### **Organization Summary:**

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. This position is located at our Santa Maria office. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

### **Position Summary:**

The Mixteco/Indígena Community Organizing Project (MICOP) seeks a Program Director to join our management team in its new Santa Maria office to lead and supervise programs, community organizing, and engagement efforts. The ideal candidate will have management and community organizing experience and a passion for MICOP's mission of developing indigenous leadership. He or she will have excellent writing skills and a proven ability to manage multiple responsibilities simultaneously and achieve quality results. Preference will be given to the candidate with the ability to professionally engage stakeholders in English, Spanish & Mixteco/Zapoteco.

The Santa Maria Program Director works closely with the Executive Director and management team to further advance MICOP's mission and vision in North Santa Barbara County. This position oversees projects and programs that support the indigenous migrant community living North Santa Barbara County, including the cities of Santa Maria, Lompoc and Guadalupe. The Program Director is a critical member of MICOP's senior leadership team. This position reports to the Executive Director.

### **Key Responsibilities:**

- Supervision of MICOP Santa Maria office, including day-to-day operations, programming, outreach efforts.
- Serve on MICOP's senior leadership team, meeting weekly to guide organizational operations.
- Recruit, train, and supervise MICOP program staff, such as community organizers, outreach specialists, promotores, etc.
- In cooperation with Executive Director, create and execute strategic organizing plan for the region.
- Build trust among local indigenous farmworker and engage them through visits to agricultural fields, churches, community centers and homes.
- Identify unpaid wage cases within the farmworker community in Santa Maria.
- Support donor development plan for North Santa Barbara County, including strategic collaboration with MICOP Development Director.
- Develop timely progress reports for foundation and corporate funders.
- Support MICOP's communication efforts in collaboration with MICOP communications team.
- Build a strong public and private partnership model for strategic enforcement.
- Represent MICOP at community events, both locally and across the region.
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree or equivalent experience required.
- 3 years of experience supervising paid staff.
- Passion for mission of supporting, empowering and organizing the indigenous migrant community in California's Central Coast.
- Proven ability to prioritize workload, be collegial with colleagues while being self-motivated, execute projects independently.

- Ability to plan, organize, and execute campaigns.
- High proficiency 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 especially, the community members.
- Flexible schedule with the ability to work evenings and weekends.

Employee Status: Exempt

Located in MICOP Santa Maria office (with travel as needed)