



## POSITION DESCRIPTION

**JOB TITLE:** Associate Interpreter Coordinator

**REPORTS TO:** Interpreter Coordinator

**SALARY and BENEFITS:** Full Time (40 hours/week) \$20-23 an hour plus medical, dental, and vision insurance, 403B retirement plan, 5 days PTO (year 1), 11 holidays, 2-week paid winter break, which includes 2 of the 11 annual holidays

**LOCATION:** Santa Maria Office

**STATUS:** Non-Exempt

Please send your cover letter and resume to [hr@mixteco.org](mailto:hr@mixteco.org)

**Deadline:** POSITION IS OPEN UNTIL FILLED

### 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 Associate Interpreter Coordinator will join MICOP's Santa Maria team as a valuable part of our efforts to promote linguistic access and justice for the indigenous community in California's Central Coast. This position will oversee MICOP's Indigenous Language Interpreter program in conjunction with the current ILS Coordinator, sending 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 Interpreting Program and protocols and to promote and add new contracts to MICOP's Indigenous Language Interpreting Program.

### Specific Job Responsibilities:

- Manage MICOP's Indigenous Language Interpretation Program, ensuring provision of quality interpretation to MICOP's client agencies
- Assist with coordination of trainings for new and existing interpreters

- File and organize new contracts via hard copy and digital with new agencies; as well as renewals of any existing contracts (as needed; year-to-year)
- Represent MICOP in public when needed
- Perform data entry for Interpreter Services provided
- Generate invoices on monthly basis
- Supervise interpreters of MICOP's Indigenous Language Interpreting Service Program in California's Central Coast. Specifically to Ventura, Santa Barbara and San Luis Obispo Counties
- Coordinate and contribute insights in the interpreters monthly meeting
- Check and approve interpreter time cards for accuracy
- Support coordinate to provide a language assessment and language match for interpreter coordination to assure quality provision of services
- Contribute insight, opinions and vision to the daily operations of the organization by participating in leadership meetings.
- Other duties as assigned by the Interpreter Coordinator

**Qualifications:**

- Fluency in Spanish, English & Indigenous languages such as Mixteco, Zapoteco, Purepecha, Triqui, etc. Excellent writing skills in Spanish and English languages.
- Commitment to MICOP's mission of supporting, empowering, and organizing the migrant indigenous community on the Central Coast of California.
- Proficiency with Microsoft Office, Google Apps & Drive, Internet navigation, video and telephonic conferencing
- Ability to assume a variety of tasks in a flexible, positive, and supportive manner
- Group facilitation skills
- Strong communication skills
- Strong negotiation skills
- Ability to work well with others
- Must be able to work evenings and some weekends, and have reliable transportation