



Language Justice and Operations Manager

Bremerton, WA

February 2025

Department: Operations
Reports to: Executive Director
Amount of Travel Required: 10%

Job Status: Full Time
Job Type: Salaried Nonexempt

Positions Supervised: Administrative Assistant, Operations & Tech Associate, Language Justice Coordinator, Volunteers

Position Summary

The Language Justice and Operations Manager plays a critical role in ensuring equitable access to services by overseeing language justice initiatives and managing key operational functions. This position will supervise an operations team that supports programs across the organization. Overseeing the work of the Operations Associate and Language Justice Coordinator, Administrative Assistant, ensuring smooth internal processes and fostering an inclusive environment where language access is prioritized. The ideal candidate is committed to language justice, has experience in nonprofit operations, and thrives in a collaborative, community-centered workplace.

Essential Functions

Language Justice (20%)

- Lead and implement language justice strategies to ensure equitable communication access across programs and services.
- Supervise the Language Access Coordinator, ensuring high-quality interpretation and translation services that align with best practices in language justice.
- Develop and implement policies and guidelines for language access, including interpretation, translation, and multilingual communications.
- Provide training and capacity-building on language justice principles for staff, volunteers, and community partners.
- Oversee the development and translation of key organizational materials into multiple languages to meet community needs.



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Operations & Administrative Management (40%)

- Supervise the Operations Associate, ensuring smooth daily operations and administrative support across the organization.
- Develop and implement organizational policies and procedures to enhance efficiency and compliance.
- Oversee facility management and safety planning, ensuring a secure and well-maintained workspace.
- Manage purchasing, vendor relationships, and procurement of office supplies and equipment.
- Ensure IT systems and infrastructure effectively support staff needs, coordinating with external IT providers as necessary.
- Support human resources functions, including onboarding, compliance, and benefits administration.
- Collaborate with leadership to address operational and accessibility gaps, ensuring that all administrative, project management, and operational functions align with organizational needs.

Accounting & Payroll Support (20%)

- Log, scan, and enter check and cash deposits.
- Make bank deposits as needed.
- Collect and upload timesheets, time-off requests, and reimbursements.
- Track accounts payable and coordinate with the accountant.
- Manage legal services fee collection with the legal team.
- Support finance and budgeting processes to ensure sound fiscal management.

Volunteer Coordination (15%)

- Recruit, screen, and process volunteer applications.
- Verify and maintain driver credentials for volunteers.
- Update the volunteer handbook and distribute copies.
- Oversee volunteer engagement, plan appreciation events.
- Work with the Language Justice Coordinator to schedule volunteer shifts for events.

Additional Areas

- Support organization-wide initiatives, advocacy efforts, and community events that align with the organization's mission to support immigrant rights.
- Perform other duties as needed to contribute to the overall success of the organization's mission.

Qualifications

- Demonstrated commitment to language justice and equity, with experience working in multilingual environments.
- Minimum of 3–5 years of experience in operations management, nonprofit administration, or language access coordination.
- Experience supervising staff, volunteers, and supporting a collaborative work culture.
- Strong organizational and problem-solving skills, with the ability to manage multiple priorities effectively.
- Fluency in English and Spanish (written and spoken)
- Familiarity with interpretation and translation best practices, as well as community-based language justice frameworks.
- Proficiency in Microsoft Office, client management systems, Google Workspace, and other administrative tools. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanner, ten-key machines and fax machines.
- Excellent communication and interpersonal skills, with experience working across diverse communities.
- Experience with basic accounting processes and payroll support preferred.
- Currently or ability to become a notary.
- Ability to pass a background check indicative of the position requirements.
- And at least one additional language relevant to the communities served (e.g., Mam, Tagalog, etc.) preferred.

Physical and Emotional Demands

While performing the duties of this job, the employee will be regularly required to be both stationary and mobile; occasionally lift up to 25 lbs; communicate and manage workflows in person, over the computer and via phone; drive a vehicle to additional events.

While performing the duties of this job, the employee may occasionally be required to discuss and engage with issues related to lived trauma and the immigrant experience.

This position is primarily in-office work with some hybrid flexibility. Additional travel in surrounding regions for events may be required occasionally.



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Work Environment

This is primarily an office position. The employee primarily sits at a desk but has the opportunity to move about at will. Hand-eye coordination is necessary to operate office equipment. The employee will occasionally lift and carry up to 25 pounds.

Reasonable Accommodations Statement

To accomplish this job, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform essential functions.

Compensation

This is a salaried nonexempt position. The pay range for this position is \$29.61-32.05/hr , depending on experience.

Benefits

Benefits package includes generous paid time off. Full-time employees are eligible for medical, dental, and vision insurance. KIAC covers 100% of medical, dental, and vision with options to add dependents (at cost), and retirement.

To Apply

[Click here to apply and submit resume, cover letter, and references.](#)

Cover letter: outline your interest in the position and how your experience qualifies you for this role.

References: Provide names of three persons not related to you, whom you have known at least three (3) years. Include at least one previous or current supervisor. For each person, include name, position title, organization/company, email, phone, relationship to you (e.g. colleague, supervisor)

Priority consideration to applications received by 5:00 p.m. March 14, 2025 Applications will be reviewed on a rolling basis until the position is filled.

Start Date flexible: April 1, 2025

KIAC is an Equal Opportunity employer and will hire without regard to sex, race, age, national origin, religion, sexual orientation, disability, gender identity, marital status, citizenship, pregnancy or other status protected by law.