



# KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

## Language Access Coordinator

Bremerton, WA

Department: Operations

Reports to: Language Justice & Operations Manager

Work Location: In-person

Job Status: 0.75FTE

Job Type: Salaried Nonexempt

Amount of Travel Required: 10%

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## Summary

The Kitsap Immigrant Assistance Center (KIAC) was founded in 2004 in recognition of the inherent worth and dignity of all people. Since then, KIAC has worked for the well-being and power-building within the immigrant community through education, advocacy, and social justice. KIAC envisions a community where everyone, regardless of where they were born, has fair and equitable access to justice, respect, and opportunity.

The Language Access Coordinator ensures equitable language access across KIAC's programs, services, and communications. Working closely with the Language Justice & Operations Manager and leadership, this role develops and implements language justice initiatives to promote multilingual inclusivity. Responsibilities include providing written translation, oral interpretation, and coordinating external language services and volunteers to expand organizational capacity.

## Essential Functions

### Language Access & Justice Implementation

- Work closely with the **Language Justice & Operations Manager** and leadership to develop and implement language justice strategies and training across the organization.
- Provide **direct written translation** of documents, materials, and organizational communications.
- Serve as an **interpreter** for internal and client meetings, programs, and organization-wide events.
- Coordinate external interpretation and translation services when additional support is needed.
- Train staff, volunteers, and partners on language justice principles and best practices for multilingual engagement.
- Ensure language justice initiatives align with organizational goals and community needs.

## Volunteer Coordination & Community Engagement

- Recruit, train, and coordinate volunteers to assist with translation and interpretation needs.
- Work closely with community members to assess language access needs and develop solutions.
- Organize language justice workshops and support multilingual engagement efforts.
- Advocate for policies and practices that promote language equity in the organization and broader community.

## Operational & Administrative Duties

- Maintain a directory of staff, volunteer, and professional interpreters and translators.
- Manage scheduling, logistics, and budgets for language access services.
- Evaluate the effectiveness of language justice initiatives and recommend improvements.
- Ensure compliance with legal and ethical standards for language access, including confidentiality and cultural competency.

## 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 & Skills

- Strong commitment to language and social justice.
- Fluency in Spanish and English, with professional-level **written translation and oral interpretation** skills.
- Fluency in Mam or Q'anjobal
- Experience providing **simultaneous and consecutive interpretation** in professional or community settings.
- Knowledge of interpretation best practices, accessibility considerations, and multilingual engagement strategies.
- Experience coordinating volunteers or community-based language services.
- Excellent organizational, communication, and facilitation skills.

## Preferred Qualifications

- Certification in interpretation and/or translation.
- Experience working with ASL or Indigenous language interpreters.
- Familiarity with remote interpretation technology and multilingual digital tools.
- Background in advocacy, community organizing, or social services.

## 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 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.

## 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 \$24.50-26.73/hr , depending on experience.

## Benefits

KIAC offers a benefits package with KIAC paying 100% of the medical, dental, and vision plan. Employees are able to add dependents (at cost). Benefits package includes generous paid time off and retirement benefits with a 3% employer match.

## To Apply

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

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. 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. April 25, 2025. Applications will be reviewed on a rolling basis until the position is filled.

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We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Reasonable Accommodations Statement: Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws.