



# KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

## Language Access Coordinator

Bremerton, WA

Department: Operations

Reports to: Language Justice & Operations Manager

Work Location: Hybrid

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 is responsible for ensuring effective and accurate interpretation and translation support across the organization, with a focus on programmatic areas such as legal services and family support, and administrative support. This role will provide direct in-person and remote interpretation, translate a variety of documents (with support from organizational templates), and coordinate with volunteers and external providers as needed. The coordinator works closely with the Language Justice & Operations Manager and staff across departments to ensure services are accessible to all clients, regardless of language.

## Essential Functions

### Interpretation & Translation Services

- Provide direct consecutive and/or simultaneous interpretation for client appointments, meetings, and events.
- Translate documents, forms, and client communications using established templates and organizational style guidelines.
- Ensure accuracy, cultural relevance, and confidentiality in all language services.

### Coordination & Support

- Work with the Language Justice & Operations Manager to assess and respond to translation and interpretation needs across departments.
- Schedule and coordinate volunteer or contracted interpreters/translators for overflow or language needs outside the coordinator's scope.

- Maintain records of language support provided and help evaluate quality and effectiveness.
- Support staff in understanding best practices for working with interpreters and serving multilingual clients.

## Administrative & Operational Tasks

- Maintain up-to-date internal language resource materials and translation templates.
- Track language service requests and usage data for reporting and planning purposes.
- Ensure compliance with ethical and legal standards related to language access and confidentiality.
- Maintain a directory of staff, volunteer, and professional interpreters and translators.

## 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

- Strong commitment to language and social justice.
- Fluency in Spanish and English, with professional-level written translation and oral interpretation skills.
- Experience providing simultaneous and/or consecutive interpretation in professional or community settings.
- Ability to manage multiple requests, prioritize tasks, and meet deadlines.
- Comfort working in a multicultural, multilingual, and collaborative environment.

## Desired Qualifications

- Fluency in Mam or Q'anjob'al
- Certification in community or legal interpretation (or willingness to obtain)
- 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 \$25.50-26.73/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.

We value professional development and would support this position in acquiring certification in interpretation and translation.

## 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).

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.