



**Coordinator, Language Justice
(Part-Time)**

Position Summary

The Hudson Valley Farm Hub seeks an enthusiastic and bilingual (Spanish/English) individual to join our team as the Language Justice Coordinator (LJ Coordinator). Working with the Manager for Organizational Culture and Team Development, they will provide coordination, administrative, and program support for the Farm Hub's language justice and organizational culture activities. The LJ Coordinator will help facilitate communication between members of our community, enabling the full participation of our staff across languages, cultures, and traditions. They will promote language as a tool for engagement, mobilization, and empowerment.

The LJ Coordinator participates as a member of the Language Justice team (LJ team) and coordinates its activities. The LJ team is a group of bilingual staff who provide interpretation and translation, and bring expertise to our language justice work. As needed, the LJ Coordinator provides translation of written materials and interpretation for in-field training, staff meetings and team building activities, and public events. They provide administrative and planning support for language programming offered to the Farm Hub's Spanish and English learners and leads select language learning activities. This position reports to the Manager for Organizational Culture and Team Development.

Essential Duties

- Receive and assign interpretation and translation requests from Farm Hub staff, determining whether to assign them to external consultants or LJ team members
- Assist with providing interpretation and translation as needed
- Liaise with the Farm Hub's consultants who provide interpretation and translation
- Provide administrative and hospitality support for activities related to organizational culture and language justice activities
- Coordinate language learning, including liaising with consultant instructors, scheduling classes, and ordering and distributing language learning resources to learners
- Assist with program planning for language learning and lead select activities
- Participate in trainings and professional development as needed
- Other duties as assigned

Requirements and Qualifications

Required experience and qualifications

- Fluency in English and Spanish
- Strong communication, listening, and interpersonal skills
- Excellent organizational and time-management skills
- Ability to track multiple projects simultaneously
- Experience providing interpretation and translation, or willingness to become trained
- Eagerness to apply bilingual abilities to create multilingual spaces that honor diverse communities and cultures
- Passion for social justice and strong commitment to the Farm Hub's mission and values of equity and ecological resilience

- Demonstrated ability to participate in a work environment of mutual respect, team building, and collaboration
- Ability to develop positive working relationships with people across different backgrounds
- Strong computer skills, including familiarity with Microsoft Word and Excel and Google Docs

Preferred qualifications

- Experience with agriculture and food justice
- Experience working with immigrants, specifically farmworkers
- Certificate of teaching ESL or Spanish as a second language or equivalent experience
- Translation and/or interpretation credentials
- Trained in or experienced in immersion instruction (teaching predominantly in target language)
- Interest in learning participatory language teaching techniques, including Teaching Proficiency Through Reading and Storytelling®, and other Comprehensible-Input techniques
- Flexible schedule, ability to shift days/hours working with advance notice

Compensation and term of employment:

- This is part-time position of 15-18 hours per week with the possibility of expanded hours in 2019.
- Compensation is \$24/hour

As an Equal Opportunity Employer, the Hudson Valley Farm Hub is committed to creating an inclusive workplace that respects and values diversity of cultural, ethnic, and experiential backgrounds. We welcome applicants of all races, ethnicities, national origins, genders (regardless of pregnancy), and sexual orientations, as well as differently-abled people.

Please submit a cover letter and resume to csalemi@hvfarmhub.org. Applications will be accepted and reviewed on a rolling basis. Position open until filled. Selected candidates should be prepared to interview in both Spanish and English. To learn more about our work visit <http://hvfarmhub.org>.