



**Language Justice Program Coordinator (Bilingual, Spanish-English)**  
*Full time, Temporary position (12 months)*

**Overview**

The Hudson Valley Farm Hub (HVFH) is a nonprofit center for resilient agriculture, dedicated to fostering an equitable and ecologically resilient food system in the Hudson Valley. The HVFH has over fifty staff members, many of whom are in the process of learning either Spanish or English. Six bilingual staff members currently make up the Language Justice Team, providing language services and stewarding Language Justice on the farm. Additionally, the Language Justice Program is in the initial stage of developing a language justice initiative in the surrounding community, which is home to many Spanish speaking and Q'eqchi' speaking community members. We are seeking an enthusiastic, creative, and bilingual (Spanish-English) individual with experience in social justice and language work to join our team as Language Justice Program Coordinator (LJ Program Coordinator).

Due to the COVID-19 pandemic, some of the program activities are in the process of being moved to online/remote while others may be paused for the remainder of 2020. We are looking for a skillful, innovative, flexible, and tech-savvy candidate with the ability and comfort level to support this work remotely as well as in-person as it develops on the farm and in the greater community.

**Position Summary**

The LJ Program Coordinator provides coordination and administrative support for the HVFH Language Justice Program, taking the lead on select activities. She/he/they arrange interpretation and translation for staff meetings, in-field training, team building activities, and public events as well as provide LJ consultation to colleagues to inform event planning. The LJ Program Coordinator coordinates the activities of the Language Justice Team (LJT), made up of bilingual production staff, the LJ Program Manager, and the LJ Program Coordinator. She/he/they create language learning opportunities for staff, arranging classes and liaising with instructors. And, the LJ Program Coordinator will lead the exploration and development of a language learning initiative to reach learners in the greater farming community.

Because this is a time of growth and programmatic exploration for our LJ work, we have created this as a temporary position. In 2021 we will assess the Farm Hub's LJ needs in the context of any new community-based LJ initiative or services that have been created and evaluate the potential for the position to become permanent.

This position is based in Hurley, NY and reports to the LJ Program Manager.

## **Essential Duties**

### LJ Team meetings & professional development coordination

- Schedules LJ Team meetings (includes liaising with production managers, outlook calendaring, setting up video-conferences/room booking)
- With the LJ Program Manager, co-leads facilitation, practice content, and discussion portions of meetings
- Helps identify and implement professional development opportunities for the LJ Team
- Participates in training and professional development as needed

### Interpretation, translation, and equipment loan requests

- Receives and coordinates interpretation and translation requests from HVFH staff and keeps meticulous records
- Provides interpretation and translation as needed
- Liaises with HVFH's consultants who provide language services, as assigned
- Receives simultaneous interpretation equipment loan requests and coordinates the interpretation equipment library

### LJ education

- Supports and co-creates LJ education and technical assistance materials for both HVFH staff and community benefit (for ex/ LJ 101 presentations, technical assistance templates, best practices guides, interpretation trainings, and 'train the trainer' curricula)
- Supports LJ Program Manager to advise HVFH program and organizational staff on how to implement language justice in their work
- Assists LJ Program Manager with program activities to expand LJ capacity in the region, including interpretation training for community-based participants (Shadow Interpreter Training Program, community interpreter practice sessions, 2-day training intensives) and community advisement (LJ technical assistance, LJ 101 presentations)

### Language learning

- Develops and coordinates language learning classes for HVFH staff and community-based students (includes supporting contract development, liaising with instructors, room/location coordination, scheduling, materials inventory, self-study opportunities)
- Collaborates with HVFH staff to conduct language learning outreach and liaises with partner organizations who provide language instruction
- Conducts and/or coordinates language instruction during special activities

### General

- Provides administrative and hospitality support for LJ activities
- Creates inventory and material organization system and resupplies LJ Program materials (including interpretation equipment, batteries, classroom materials)
- Participates in and collaborates on program planning
- Other duties as assigned

## **Qualifications**

- Fluency in English and Spanish (written and verbal)
- Excellent organizational and time-management skills; ability to track multiple projects simultaneously
- Willingness and demonstrated ability to take on a variety of roles, including administrative, project management and program strategy; and ability to work in different contexts, including independently, remotely, in a collaborative team setting, and out in the field
- Experience providing interpretation and translation
- Excellent oral and written communication skills
- 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
- Cooperatively-minded person who is flexible, reliable, persistent, and patient
- Strong computer skills, including familiarity with Microsoft Word and Excel and Google Docs
- Experience hosting meetings with Zoom or other video conferencing software and/or comparable skills
- Flexible schedule, ability to shift working days/hours with advance notice

## **Preferred Qualifications**

Experience with:

- Remote interpretation (via Zoom, phone or other)
- Curriculum development
- Education (for example, with popular education, adult education and/or delivering trainings) and preference for educational experience working with adults from a wide range of backgrounds and education levels
- Conducting outreach, facilitating groups, delivering presentations
- Teaching a language
- Agriculture and food justice

The Language Justice Program Coordinator is a full-time, salaried, temporary (12 months) position. We offer a competitive salary and benefits package. 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, sexual orientations, and differently-abled people.

Please email a resume and a cover letter to [apericchi@hvfarmhub.org](mailto:apericchi@hvfarmhub.org). Applications will be accepted and reviewed on a rolling basis, with priority review given to applications received by Monday, August 10, 2020.