



RFP

Spanish-English Interpreter (LJ Program - Contract)

Must be available to be onsite, in-person in Hurley, NY

About us

The Hudson Valley Farm Hub (HVFH) is a non-profit center for resilient agriculture located in Ulster County, New York. Founded in 2013, HVFH is dedicated to fostering an equitable and ecologically resilient food system in the Hudson Valley. We provide professional farmer training, host and conduct research, cultivate language justice, and support food access efforts in the region through food donations and innovative mission-aligned programming. We grow grains, cover crops, and vegetables with production taking place year-round across 1600 acres of farmland and a suite of greenhouses. A diverse, multi-lingual staff of 55 full-time employees serve in varied roles in areas of administration, farm operations, and programs.

Scope of Work

We are seeking an experienced Spanish <> English interpreter who works within a language justice framework on a contracting basis to engage in live simultaneous or consecutive interpretation sessions in-person, onsite at the Farm Hub in Hurley, NY and/or via Zoom. This contract engagement will support the Farm Hub to provide language access between Spanish and English to staff members and/or program participants.

Interpreter contractors will liaise with the Farm Hub's Language Justice Program staff to provide their services. Interpreter contractors enable the LJ Program to fulfill one of its key strategies – to invite all voices, enable individuals to speak in their preferred language, and honor the wisdom of Spanish- and English-speaking staff and program participants alike. To learn more about the Farm Hub's Language Justice Program visit: <https://hvfarmhub.org/language-justice/>.

This engagement is envisioned to start **as soon as possible and last through December 31, 2024**, with the potential for renewal. The schedule can be determined based on the interpreter's availability. The interpreter should be able to commute to Hurley, NY on a regular basis as well as have a computer that can support Zoom for live interpretation sessions and a private space where meetings can take place. For in-person, onsite interpretation, the Farm Hub will provide equipment (transmitters, mic, receivers) for simultaneous interpretation.

Required Qualifications

- Spanish and English fluency, verbal and written
- Interpretation experience between Spanish and English, with references

- Great attention to detail, organizational skills, record keeping, and written and verbal communication abilities
- Self-starter, ability to work alone and complete work by agreed upon deadlines

Proposals should include the following information

- Resume and/or detailed description of interpretation experience, including number of years of experience as well as training participation
- General availability, including hours and days available for interpretation
- Availability for an in-person interview, with the expectation that a skills assessment will be conducted at the interview, including an interpretation assessment

The Interpreter Contractor role is a freelance, 1099 status role (not a permanent role, not an employee role) and will be required to provide a completed W9 before beginning work. The Farm Hub pays its interpreter contractors a competitive rate of \$125/hr for both in-person and remote interpretation requests. Interested candidates may request a copy of the 2024 Rate Cards on request at the email address below.

Please submit proposals to Liliana Sierra at [lsierra\[at\]hvfarmhub.org](mailto:lsierra@hvfarmhub.org) by June 28th, 2024. Questions may also be submitted by email.