

Technology Fluency Coordinator

Position Overview

Description

Found in Translation was founded in 2011 in order to create opportunity at the intersection of two social problems: health access disparities and economic inequality across race, gender, and ethnicity. Through education and supportive services, we connect top talent in low-income communities with well-paying jobs in one of the fastest-growing fields in the US. Our Medical Interpreter Certificate training and job placement program supports our two-fold mission:

- To give low-income bilingual women an opportunity to achieve economic security through the use of their language skills
- To unleash bilingual talent into the workforce to fight racial, ethnic, and linguistic disparities in health care

Summary

The Technology Fluency Coordinator (TFC) will provide programmatic support to Found in Translation's digital fluency efforts. This is a part time, hourly position (15 hours a week) reporting to the Supportive Services Manager. The Technology Fluency Coordinator will help to support one-on-one technical assistance to Found in Translation's Language Access Fellows, lesson planning, presentations, and day-to-day logistics for events and classes.

This is a hybrid position, with opportunities for in-person and remote work informed by participant needs. The work environment is a small, collaborative team that values a diversity of experience and background, and a strong commitment to racial and gender justice. Evening and weekend availability is occasionally required.

Roles and Responsibilities

- Develop and administer digital fluency assessments to prospective students
- Participate in lesson planning and Digital Fluency workshop creation
- Facilitate Tech trainings/workshops for students in the Medical Interpreter Training Program and for the alumnae community in partnership with the Supportive Services Manager
- Provide one-on-one technology coaching to students and alumnae in both in person and virtual environments

- Collaborate with Supportive Services Manager to meet students' technology equipment related supportive service needs. Assist with the distribution of equipment as necessary.
- Track Language Access Fellow technology related data in Salesforce/Google Sheets and collaborate with program team on Language Access Fellow progress related to technology needs
- Research additional Tech/ Digital fluency development opportunities as needed
- Provide backup support to Medical Interpreter Training programming

Qualifications and Experience

- The ability to forge strong supportive relationships with clients from diverse backgrounds.
- A genuine resonance with and commitment to our mission
- 2+ years of experience providing technical support to adult learners
- Prior experience with workshop facilitation and design
- HS Diploma/GED and some college preferred but not required. Equivalent work experience also accepted.
- A demonstrated ability to balance multiple priorities and meet deadlines, and a sense of ownership of the work and its outcomes
- Problem solving skills and ability to present possible solutions to supervisor
- Proficiency in Google Docs/Sheets/other Google Apps and Microsoft Office (Excel, Word) is required. Experience with Salesforce a plus.
- Ability to work independently and as part of a small team

Salary Range

Starting hourly rate is \$27.00-\$27.50/hr, depending on experience.

Full hourly range is \$27.00-\$29.50/hr depending on performance.

Benefits

Competitive benefits package including generous paid time off and holiday policies, Short Term Disability, Life insurance, access to 401(k), and more.

How To Apply

To apply, please send a resume and cover letter to Renée Metelus at careers@found-in-translation.org by November 11, 2022.

Statistics show that women, LGBTQIA+, BIPOC as well as other structurally marginalized groups apply to jobs only if they meet 100% of the qualifications. If this position excites you, Found in Translation encourages you to apply. No one ever meets 100% of the qualifications.

Found in Translation is an equal opportunity employer and is strongly committed to building and maintaining a culturally diverse workforce to represent the populations we serve. People of color, women, immigrants, people with disabilities and members of the LGBTQIA+ community are strongly encouraged to apply.