Career Advancement 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 Career Advancement Coordinator works directly with program participants during the interpreter training and beyond, both through alumnae programming and individualized support, to encourage continued professional and economic success.

The CAC supports the career advancement of 300+ alumnae primarily through group services, with a focus on sustaining and incrementally improving employment/wage gains. This support also includes collaborating with the Supportive Services Manager to build community among the alumnae both within and across cohorts through initiatives such as monthly Alumnae Association meetings. The CAC serves as a go-to support person for alumnae, and an advocate for program participants’ needs in the community and within the organization. The role is both relationship-based and skills-based, and requires long term planning, strong critical thinking and problem-solving skills, as well as a genuine passion for our mission.

The position is currently primarily remote due to the ongoing COVID-19 pandemic, though in-person work opportunities at our office in Dorchester are available for interested staff, and are occasionally required depending on position responsibilities. We will continue to monitor the virus to determine when it is safe to have all staff return to the office in some capacity, but will continue to support hybrid schedules. 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. Some evening and weekend availability is required.
This is a full time, non-exempt, hourly position, reporting to the Program Director of Career Advancement.

**Key responsibilities:**

- Support continued career advancement of 300+ alumnae by coordinating in-house continuing education opportunities, with a focus on identifying trends and offering group solutions.
- Collaborate with the Supportive Services Manager to build community among the alumnae both within and across cohorts through initiatives such as monthly Alumnae Association meetings.
- Identify and promote outside career and continuing education opportunities to alumnae. Create and issue weekly jobs digest with employment and professional development opportunities.
- Track alumnae progress in Language Access Fellowship. Serve as thought partner to Director of Career Advancement in re-envisioning the Language Access Fellowship tiered system.
- Conduct regular outreach and engagement with alumnae, targeting out of touch program participants for re-engagement.
- Collaborate with Data Manager to support Found in Translation’s outcome data gathering efforts by helping to solicit survey responses and provide individualized follow up.
- Provide support as needed to the Interpreting & Translation Services team, by filling in to coordinate in-house assignments, liaise with employers and support graduates in job placement.
- Coordinate the professional development component of the Medical Interpreter Training program. This includes securing instructors and guest speakers, recruiting and supporting mentors, collecting and reviewing student assignments, providing feedback to students, attending sessions as a support for instructors and participants, providing instruction as needed, and maintaining records (such as attendance and assignment completion).
- Collect career development outcome data to provide quarterly reports that can be used to inform program planning and provide information to external stakeholders.
• Provide one-on-one career coaching as needed, tapping Supportive Services Manager for identifying community resources (i.e. housing, counseling, childcare) and/or crisis intervention.
• Monitor alumnae progress with monthly color coding, quarterly reports and annual outcomes surveys.
• Collaborate with the Supportive Services Manager regarding goals and interests of recent graduates, as well as alumnae childcare and transportation needs.
• Participate in the recruitment and selection of program participants for the Medical Interpreter Certificate program.

Qualifications
• A genuine resonance with and commitment to our mission.
• The ability to forge strong supportive relationships with clients from diverse backgrounds.
• 2+ years of relevant experience with a track record of success in one or more of the following areas: case management, workforce development, economic mobility, women’s empowerment, immigrants and refugees.
• Demonstrated ability to balance multiple priorities and meet deadlines, and hold a sense of ownership of the work and its outcomes. Problem solving skills and ability to present possible solutions to supervisor.
• Strong verbal and written communication skills, organizational skills, and attention to detail.
• Preferred but not required: knowledge of the medical interpreting profession, experience in workshop facilitation, knowledge of the local nonprofit landscape and resources for low-income individuals, experience reading and interpreting program data, familiarity with Google Apps/Google Docs/Google Drive and Dropbox.

Salary Range
Starting hourly range is $25.00-$26.00 per hour depending on experience.

Full hourly range is $25.00- $29.00 per hour depending on performance.

Benefits
Competitive benefits package including generous time off (20 days per year of PTO and 20 paid holidays), 80% employer coverage of premiums on health insurance, dental & vision, 100% employer coverage of premiums on Short Term Disability & Life insurance, access to a 401(k), and more.
How To Apply

To apply, please send a resume and cover letter to Renée Metelus at renee@found-in-translation.org by May 18.

*Found in Translation is committed to building a culturally diverse staff to represent the populations we serve. People of color, women, immigrants, people with disabilities and members of the LGBTQ community are strongly encouraged to apply.*