ABOUT WAISN
The Washington Immigrant Solidarity Network (WAISN) is a grassroots coalition of over 400 immigrant and refugee rights organizations, formed in the wake of the November 2016 elections.

WAISN’s mission is to protect and advance the power of immigrant and refugee communities through a multiracial, multigenerational, multiethnic, multigender, multilingual, and multi-faith coalition. Our organizing strategy educates and mobilizes statewide to uphold and defend the rights and dignity of all immigrants and refugees, centering the voices of vulnerable and impacted communities.

The state of Washington is home to over 943,000 immigrants and receives the 8th most refugees among states. Many groups of, by and for immigrants and refugees have been working around the state for decades. In the face of the proliferating threats unleashed on us by the Trump administration and a rise in the white supremacy movement in the U.S., we have coalesced to form the Washington Immigrant Solidarity Network.

WAISN is the largest immigrant-led coalition in the state of Washington. We are a powerful, volunteer-driven network of immigrant and refugee-rights organizations and individuals distributed across the state in 27 counties. We work to provide support, capacity and resources to organizations’ efforts to build power and act as a united immigrant justice voice statewide.

The ideal candidate shares our commitment to building relationships and grassroots power in immigrant and refugee communities and supports our feminist decolonial transnational and intersectional values of joy, care, solidarity across differences, integrity and accountability.

POSITION SUMMARY
This position will work closely with the Communications Manager, Organizing Manager, and Policy Director to support the organization in its next chapter during a period of increased growth and becoming a 501 C(3). The Language Justice Coordinator will be responsible for the coordination and implementation of internal and external strategies of multilingual interpretation, translation, and communication in alignment with WAISN’s vision, mission, organizing principles from the frame of language, power and its many intersections. Priority projects in 2023 include establishing infrastructure for assessing quality and political alignment of interpreters and translators, building regional Indigenous language interpreting capacity, organizing community interpreting workshops, organizing a Language Justice advisory council, providing trainings for the WAISN team on language justice and access related legislative initiatives, and representing WAISN in national Language Justice network calls, and coordinating language access for ongoing campaigns and events such as our annual Immigrant and Refugee Advocacy Day. This position will report to the Communications Manager.

KEY RESPONSIBILITIES

INFRASTRUCTURE & DESIGN (30%)
Language Justice Coordinator Job Description

- Refine and provide a Language Justice training curriculum for WAISN Staff, contractors, and volunteers, covering variety of language justice topics, including: Language Justice 101, zoom interpretation technology, how to plan and facilitate a meeting with remote simultaneous interpretation, how to prepare a document for translation, how to use in person interpretation equipment, language and border imperialism.
- Establish and refine protocols for vetting and hiring quality and value-aligned translators/interpreters, and assessing and improving interpretation and translation.
- Refine systems for requesting language access support and services with the goal of fulfilling requests in a timely manner and instilling language justice consciousness.
- Work with the Communications Manager, Policy Director, and Organizing Manager to develop a language justice implementation plan for the next 3 years.

PROJECT-BASED TRANSLATION & INTERPRETATION COORDINATION (25%)
- Manage procurement with independent interpreters and translators, language agencies, strategic language justice consultants, in-language video or audio producers, and on demand interpretation service providers.
- Manage daily operations of language access, including preparing documents for translation, providing support to interpreters prior to, during, and after meetings, and providing technical support during meetings.
- Lead language access coordination, interpretation technology, volunteer management and advise communications for WAISN’s annual Immigrant and Refugee Advocacy Day, a bilingual event attended by over 200 people.
- Advise communications staff and communications in procedures and practices to ensure quality translation and interpretation, linguistic and cultural diversity, and cultural sensitivity in communications.

POLITICAL ED, ORGANIZING, COMMUNITY CAPACITY BUILDING (25%)
- Develop multilingual organizing strategies with the Organizing, Policy, and Rapid Response teams to identify, cultivate, and resource linguistically diverse community leaders and interpreters, particularly in Mixteco, Triqui, and Mam.
- Collaborate with language justice cooperatives, such as Tuscon Language Justice Collective, Tilde Language Justice Cooperative, and Tecolotl, and interpreters with interpreting training experience to host skill-building workshops for multilingual community members and member organizations on social justice interpreting.
- Host regular workshops for membership organizations on language justice 101, working with interpreters, language justice technology, WAISN’s interpretation and translation request protocol, and equipment rental.
- Build, manage and foster relationships with LJ workers, cooperatives, strategists, organizers, and service providers to inform internal processes, collectivize language justice knowledge and build a network of multilingual, multiethnic language justice leaders statewide.
Language Justice Coordinator Job Description

- Design and organize a recurring advisory council for language justice and communications, made up of representation from impacted communities, to influence member-facing Language Justice and Communications priorities and act as a body of accountability and feedback.
- Monitor ongoing language access/justice legislative campaigns and legal initiatives, provide education to WAISN staff and membership organizations on the state of these initiatives, strategize with WAISN’s policy, communications, and organizing teams to mobilize WAISN audiences towards action around these initiatives.

RESEARCH & DATA (10%)
- Compile quarterly language data from the bond fund, hotline, membership, current events and changing state demographics.
- Use this data to refine, update, and provide recommended priority language lists for multilingual communications.
- Create accessible, partner facing records and maps of languages spoken by immigrants in Washington state.
- Conduct quarterly assessments with WAISN departments in order to identify areas of improvement and need and strategize on the further integration of language justice.

ADMINISTRATION AND DEVELOPMENT (10%)
- Initiate individual contracts with the list of 20+ interpreters and 20+ translators that we work with regularly, as well as project based relationships with language agencies such as Respond Crisis Translation and NWI Global, and other language access services, such as but not limited to Cyramcom International (on-demand interpretation service).
- Research fair and standardized fee structures and contractual expectations in order to inform or update existing operations standards around working conditions and standards of interpretation/translation for independent contractors.
- Act as the first point of contact for contractors, process invoices, and request payment from the Senior Operations Manager to ensure timely payment of contractors.
- Co-create annual and project based budgets with the support of the Operations and Communications Managers in alignment with LJ and organizational priorities. Use budgets as a guide for language justice decisions.

Job Requirements and Personal Traits Preferred
- At least 2 years of relevant experience working in language access work for nonprofits, government, issue campaigns, and/or political campaigns;
- At least 1 year of project managing, managing contractors, individuals or volunteers.
- A demonstrated understanding of the principles and practice of language justice, particularly in how it serves as a strategic framework for building migrant justice power.
- Knowledgeable about Washington state ethnic media across a wide range of languages.
- A demonstrated commitment to social and racial justice issues and understanding of challenges facing immigrant communities, communities of color, queer and transgender communities, as well as low- and moderate-income families;
Language Justice Coordinator Job Description

- A demonstrated commitment to cutting edge progressive values that champion an intersectional, decolonial, and transnational feminist agenda centered around the dismantling of all systems of oppression;
- Demonstrates self-awareness of their own multiple group identities and their unconscious biases, can adjust to different spaces accordingly;
- Ability to communicate and build strong relationships and trust across race, gender, class, and other group identities, both internally and externally;
- Knowledge and willingness to learn about the U.S. immigration system, preferably with lived experience as an undocumented person, immigrant, or immigrant family;
- Highly organized, self-driven, can independently manage multiple tasks successfully, and can work collaboratively;
- Excellent writing and communication skills;
- Willing to work in a collective environment with consensus-based decision-making;
- Bilingual/multilingual skills are highly preferred and desired, particularly in Spanish or languages of communities Indigenous to Mexico, Guatemala, or Central America; familiarity and experience with vocabulary and linguistic characteristics of particular Washington state immigrant communities, LGBTQ, working class, and community organizing contexts.
- Maintain a valid driver’s license. Ability and willingness to travel regularly and must live in Washington State.

COMPENSATION This is a full time position. The salary range for this position is $70,000-$75,000 annually for full-time work, contingent on experience and increased job scope for those with linguistic abilities.

Benefits package includes professional development training fees, generous paid time off, vacation and sick leave. Full Time Employees with WAISN are eligible for Kaiser Permanente Medical Insurance, Delta Dental Insurance, and VSP Vision Insurance.

REMOTE/ HYBRID WORK POLICY WAISN employees are currently located across the state of Washington and do not share a centralized office. Staff members are not required to work in person when handling day-to-day role responsibilities but will be expected to gather for events such as staff retreats and other all-staff reunions throughout the year. New staff members will be offered a $2,000 stipend to aid in relocation from out of state to Washington state if selected for their respective positions.

VACCINE POLICY In an effort to maintain a safe and healthy workplace, WAISN requires all current staff members and contractors to be fully vaccinated against COVID-19. WAISN defines “fully vaccinated” as having received either 1 dose of the Johnson&Johnson or 2 doses of the Moderna or Pfizer administered vaccines. All new personnel must present proof of COVID-19 vaccination card to the Personnel Success Manager upon request. Exceptions to the vaccine mandate include religious reasoning and health concerns. If you are eligible for an exception, please reach out to the Personnel Success Manager to discuss in further detail.

TO APPLY Please send resume, cover letter, and list of three references to jobs@waisn.org. All documents must be in a single PDF in one email with “Language Justice Coordinator” in the subject
Language Justice Coordinator Job Description

Applications will be accepted on a rolling basis until the position is filled. Priority for applications received by July 15th, 2023. No phone calls please.

**WAISN is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation), sexual orientation, national origin, ancestry, age, marital status, medical condition, physical or mental ability, or any other basis protected by law. We encourage applications from historically and currently disenfranchised people of color, immigrants, women, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, and Queer communities and other historically and currently disenfranchised groups.**