



Education Coordinator Independent Contractor Scope of Work

Intérpretes Comunitarios del Valle – Valley Community Interpreters (VCI) is a community-based medical interpreter training and cultural competency program in New Mexico, designed to address the growing need for qualified English/Spanish bilingual interpreters in the healthcare system at the local and national level. VCI offers the industry standard interpreter training program to:

- Bilingual community members interested in pursuing an interpreter career.
- Professionals in the healthcare and community service fields interested in improving their language and cultural competency skills when working with their Limited English Speaking community.

Education Coordinator Independent Contractor-Scope of Work

Summary: The **Education Coordinator** is a 30 hours per week contract to assist in the planning, developing and implementation of VCI's interpreter training programs. Important to this work is having the Education Coordinator develop an interpreter career as a practicing interpreter and as a VCI Interpreter Trainer. There is an expectation that the Education Coordinator will complete a 40 hour interpreter training course, pass the course exam and secure contracts with the telephonic and/or remote video interpreter industries. It is important for the Education Coordinator to gain this experience to assist in mentoring bilingual community members as they go through VCI's training.

Qualifications:

- Committed to developing an medical/community interpreter career
- Complete all necessary training and preparation to become a VCI Interpreter Trainer
- A baccalaureate undergraduate academic degree or equivalent
- Bilingual English and Spanish (or other)
- Teaching and public presentation experience needed
- Understanding the diversity of New Mexico's community
- Familiarity of New Mexico based community service organizations desired
- Excellent computer skills required – MS Office (Word, Excel, Outlook, Power Point), Adobe Acrobat, web research.

The **Education Coordinator** will offer program support for training participants, program administrator and community members involved in the VCI training programs. Work hours will be flexible and some weekend/evening work may be required to meet the program needs. Tasks may include but are not limited to:

- Review and process all completed training registration forms, incorporating all program registrants' information in Excel database to be used in several aspects of the trainings and contact. Manage and maintain program participants' records both electronic and hardcopy
- Conduct, evaluate and grade all required language assessment oral and written using VCI's language assessment tools
- Train to be a VCI Interpreter Trainer by co-teaching classes and assisting in curriculum development
- Maintain follow up communications both by email and phone with VCI administration, program participants, graduates and partner organizations
- Manage internship practicums, securing practicum sites and maintaining schedules
- Mentor and assist participants including offering guidance in preparing resumes and work related online applications in the telephonic and/or remote video interpreter industries
- Assist in the preparation, setup and planning of training sessions. Ensure training materials and supplies are available and ready for each training session including the Interpreter Continuing Learning program.
- Process training graduates final certificates
- Other tasks as needed