

Job Description

Job Title – Program Coordinator, Language Access Resource Center (LARC)

Provides clerical and coordination support of interpretation and translation services, and interpreter trainings and workshops.

The LARC Program Coordinator reports to the LARC Senior Program Director or designee.

Duties & Responsibilities

Office Support

- Intake, coordinate, implement and evaluate requests for interpreter services utilizing online scheduling system
- Intake and coordinate requests for translation services
- Answer calls, emails, and online requests in a timely manner
- Provide interpreters and customers with the necessary documentation
- Maintain interpreter and extern database(s)
- Provide support and collaborate closely with the LARC program director
- Other duties as required and assigned

Instructor Support

- Assist with interpreter training recruitment
- Conduct language proficiency assessments
- Assist with the organization and implementation of interpreter trainings, meetings, and workshops
- Provide additional assistance to interpreter training instructors as needed
- Other duties as required and assigned

Essential Qualities and Skills

- Strong customer service skills
- Skilled at managing electronic files and records
- Proficient in Microsoft Office, Google Apps, Dropbox, and comfortable learning new software programs

- Excellent oral and written communication skills
- Strong organizational skills
- Ability to multi-task efficiently
- Experience handling confidential information
- High school diploma (bachelor's degree preferred)
- Minimum one year of office experience
- Bilingual preferred

Additional Position Information

- Full-time, non-exempt
- 37.5 hours per week
- Remote/hybrid
- Flexible
- Hiring Range - \$17.50 - \$22.00 per hour
- Benefits available (elaborate)
 - Paid vacation
 - Paid sick time
 - Retirement Plan (employer match)
 - Health, dental, and vision insurance
 - Life and long-term disability insurance

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