



ASL Interpretation Coordinator
Legal Advocacy Unit-Advocacy and Community Engagement
Location: Los Angeles(hybrid-home and office)

Individuals who are d/Deaf or Disabled are encouraged to apply.

SALARY RANGE: \$25.64/hr. - \$33.23/hr.

We base salary and position offers on experience and an internal equity analysis.

EMPLOYMENT STATUS: Non-Exempt; Regular; Full time (37.5 hrs. week).

EXCELLENT BENEFITS Including 8% 401k Match, a language differential up to \$250/mo. Health (HMO and PPO options), dental, vision, basic life insurance, short-term and long-term disability insurance and flexible spending accounts (medical, dependent care and commuter). Additionally, we offer ample vacation, sick/self care leave and eighteen paid holidays (including the last week in December) and more..... We are a Public Service Loan Forgiveness (PSLF) - eligible employer.

Application Deadline: Open until filled. April May10th, 2024.

WHO WE ARE

Disability Rights California (DRC) defends, advances, and strengthens the rights and opportunities of people with disabilities.

DRC works for a world where all disabled people have power and are treated with dignity and respect. In this world, people with disabilities are supported, valued, included in their communities, afforded the same opportunities as people without disabilities, and make their own decisions.

DRC values all forms of human diversity. We are committed to a culture of belonging where all people are welcome. In order to be effective advocates for all people with disabilities, we must address discrimination in all its forms, including the unique challenges faced by people who experience the intersection of multiple systems of discrimination.

ADVOCACY AND COMMUNITY ENGAGEMENT (ACE)

Focused on serving all Californians with disabilities, the Advocacy and Community Engagement (ACE) Practice Group consists of committed advocates and attorneys who work together to empower people to self-advocate and help them resolve their legal issues. We provide training and self-advocacy workshops, advice, and assistance

on the intake hotline, coordinate and implement community-based legal clinics, provide short-term advocacy on limited legal issues, and organize community members for future systemic litigation by Disability Rights California. Our staff are as diverse as the communities we seek to serve and are committed to reaching and empowering underrepresented and underserved communities.

PURPOSE OF THE JOB

The ASL Interpreter Coordinator coordinates American Sign Language Interpreters and Captionist services for Deaf, Hard of Hearing, DeafBlind, Late Deafened, and Deaf Disabled staff and provides clerical support in a fast-paced environment.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma and 2-3 years of experience in administrative duties.
- Bilingual (English and ASL) required. Demonstrated fluency of ASL and English vocabulary and ability to voice match the appropriate register to the situation.
- Knowledge of nationally recognized certification requirements (RID/NAD).
- Possess a thorough understanding of appropriate interpreter protocols and the RID Code of Professional Conduct, familiar with Assistive Listening Devices.
- Demonstrated organizational skills related to scheduling.
- Demonstrated ability to assess staff needs and interpreting skills to make effective matches between staff and service providers.
- Demonstrated ability to plan, organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Experienced in learning and applying emerging technological advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
- Ability to meet schedules and timelines.
- Ability to work independently with little direction.
- Professional decorum and ability to maintain confidentiality and adhere to the ethic standards outlined in the Registry of Interpreters for the Deaf (RID) code of professional conduct.
- Strong analytical and problem-solving skills using sound judgement and critical thinking.
- Must have effective communication skills across a variety of modalities and environments.
- Ability to balance multiple auditory and visual demands simultaneously.
- Working knowledge of standard office applications ex: Microsoft Office, Teams, and Outlook.
- Possess a comprehensive knowledge and understanding of Deaf Culture.



DESIRABLE QUALIFICATIONS

- Ability to communicate fluently and write effectively in a third language such as Spanish, an Asian language, or an Indigenous language.
- Ability to establish and maintain effective working relationships with others.
- Demonstrated competence in viewing and working with people with disabilities holistically.
- Join professional development training and or courses to maintain best practices in the field of interpreting and Deaf services.
- Demonstrated ability to work collaboratively on a team.

Working at DRC is more than just a job - it is a rare opportunity to do what you are good at while making a difference! DRC offers competitive salaries and a generous benefit package. To view the detailed job description and complete the application process [here](#).