



DORCAS INTERNATIONAL INSTITUTE OF RHODE ISLAND

Community Interpreting Training (CIT) Coordinator: Do you thrive at organizing and coordinating tasks while working with diverse populations? If so then Dorcias International has a job for you.

For nearly 100 years, Dorcias International Institute of Rhode Island has helped new arrivals and those with cultural and language barriers achieve autonomy through education, employment services, refugee resettlement, family literacy, interpreting, translating, immigration, and citizenship services.

The CIT Coordinator is responsible for planning, organizing, researching and coordinating the delivery of Community Interpreting Training Program. The ideal candidate will work jointly with the trainer and office assistant to prepare for the training and coordinating the student's practicum. In addition the Coordinator will administer pre-eligibility for potential participants, interview and collect appropriate data of clients. The ideal candidate remain knowledgeable and up-to-date on changes with the National Board of Certification for Medical Interpreters and Certification Commission for Healthcare Interpreters, and serve as primary contact for the CIT program for the state of Rhode Island. The CIT Coordinator will be responsible for doing outreach to promote the CIT program.

The candidate should have the following:

- Ability to relate well to groups of students of differing abilities and backgrounds
- Skilled in MS Word, Excel, PowerPoint, Internet and email
- Ability to establish and maintain professional, cooperative relations with clients
- Interest in assisting people to achieve person vocational outcomes and provide client centered supports.
- Ability to effectively send and receive verbal and written communications (including narrative report writing) using the English language.
- Demonstrate ability to work as an effective team member
- Flexibility with respect to work hours and change.
- Experience working with, and respect for low-income urban families
- Customer/client focus
- Bachelor's degree in marketing or political science preferred.
- At least 1 year of relevant job experience required, or equivalent combination of education and experience.
- Must be at least 18 years old

Why should you apply?

- Permanent, part-time – 20 hours a week
- Generous paid vacation, sick, and personal leave in addition to 12 paid holidays
- Employer paid 403b retirement and life insurance
- Hourly salary, \$16.00

**Interested applicants should send resume and cover letter by
2/18/2018 to Director of Human Resources: msique@diiri.org**