



## **Job Description**

### **Language Access and Worker Cooperative Project Director**

#### **About Masa**

Masa partners with Mexican and Latino children, youth, and families in the South Bronx to develop strong learners and leaders who fully contribute to the larger community. We envision a community that is civically engaged, empowered, and educated. Masa's community-led, integrated model engages the entire family, grounded in a deep commitment to strengthening literacy, leadership, and power for Mexican, Central American, and Indigenous People. Masa fosters a culturally responsive learning community in which families engage with direct service and advocacy programs to dismantle barriers to success.

#### **About the Project**

The Language Access and Worker Cooperative Project aims to address the need for interpretation and translation services in indigenous languages from Latin America and the Caribbean region (LAC) across NYC, enhance existing language skills, and develop new professional opportunities within indigenous-speaking communities through the development of a Community Interpreter Program and a worker cooperative.

#### **About the Project Director Position**

Masa is seeking a full-time Project Director to serve as a primary lead for Masa's Language Access and Worker Cooperative Project. Funded by the NYC City Council, the initiative requires the establishment of a Community Interpreter Program and the development of a worker cooperative to address the need for interpretation and translation services in indigenous languages from LAC across New York City. The director will oversee the project's major areas of work which include research, workforce development, the Community Interpreter Program, and worker cooperative development.

This position is ideal for a Spanish/English bilingual person who has extensive experience in project management and is passionate about language justice and supporting speakers of indigenous languages and immigrant families. The ideal candidate has a background in nonprofit management and advocacy or organizing work; possesses a strong commitment to social justice; and is keen to engage and foster trusting partnerships with Masa's indigenous community. We especially invite applications from indigenous-identifying professionals.

#### **Responsibilities**

##### *Program Implementation*

- Design, plan and oversee program components: research, workforce development and education, Community Interpreter Program and worker cooperative development
- Support project staff recruitment and hiring
- Provide support and administrative assistance to staff on day-to-day program operations
- Create, modify and monitor program budgets

- Oversee compliance with project deliverables
- Produce monthly reports on project budget, progress and deliverables
- Develop and maintain program and operations manuals
- Work collaboratively with project consultants on curriculum development and implementation
- Ensure all project materials are purchased and available for use in a timely manner
- Oversee and manage collaboration with partner organizations

#### *Workforce Development and Education*

- Oversee the planning and coordination of educational programming including ESOL, Spanish literacy and digital literacy courses
- Work closely with project staff to provide support and resources for program participants

#### *Community Interpreter Program*

- Design and develop the Community Interpreter Program in collaboration with project staff and community members
- Support the recruitment and training of community members to provide interpretation services to multiple city agencies and actors
- Secure contracts and work opportunities for the Community Interpreter Program

#### *Worker Cooperative*

- Inform the design and creation of a worker cooperative

#### **Requirements**

- 4+ years of project management experience and demonstrated successful execution of projects with multiple stakeholders
- Experience in advocacy or community organizing with explicit responsibility for building a group or institution aimed at achieving a common goal through collective action
- Demonstrated success as a member of a leadership team responsible for planning, implementing, and evaluating program operations and outcomes
- Ability to communicate effectively and work collaboratively with different stakeholders including staff, nonprofit organizations, city agencies and community members
- Possess a track record of working with speakers of indigenous languages from Latin America and the Caribbean preferred and/or a history of working with undocumented and immigrant communities
- Prior knowledge of interpretation and translation services
- Strong problem solving and decision-making skills with minimum supervision
- Strong organizational and time management skills with exceptional attention to detail
- Demonstrated experience in budget creation and management
- Excellent verbal and written communication skills in English and Spanish
- Proficiency in Microsoft Office (including Excel and PowerPoint), Google Workspace, and project management tools (such as Asana or others)
- Prior experience collecting and analyzing qualitative and quantitative data

#### *Bonus Skills*

- Verbal and written communications skills in an indigenous language from LAC

- Familiarity with SalesForce
- Experience planning and organizing events and workshops
- Previous translation and interpretation experience

### **Physical Demands**

- Work schedule will include evenings and occasional weekends
- This position is in-person at Masa's office, and may require local travel to other settings (e.g. meetings with stakeholders, city wide events, Masa community events, etc.)
- Light to moderate carrying of program materials is required
- COVID-19 vaccination is required

### **Compensation**

- The annualized salary range for this position is \$90,000 to \$100,000, commensurate with experience. Masa's comprehensive benefits package includes health, dental, and vision insurance; 15 days of paid vacation leave/year; 5 days of paid sick leave/year; 11 paid holidays; and office closure the week between Christmas and New Year's Day (which does not count toward annual leave allowance)

### **To apply**

Please submit a cover letter, resume and writing sample to [jobs@masany.org](mailto:jobs@masany.org). Place "Language Access and Cooperative Project Director" in the subject line of your email.