



BRIDGES
FOR THE DEAF AND HARD OF HEARING

INTERPRETING TRAINING COORDINATOR

The mission of Bridges for the Deaf and Hard of Hearing is to build access, equity, and inclusion in partnership with the D/deaf, Deaf-Blind, and Hard of Hearing communities through advocacy, education, empowerment, and effective communication.

Position

The Interpreting Training Coordinator, based in West, Middle, or East Tennessee, and reporting to the Interpreting Training Manager, will coordinate a region of Tennessee toward a goal of training 240 interpreters to pass the EIPA within five years. This role requires an entrepreneurial spirit and will help develop and implement an onsite and virtual curriculum that includes classes, workshops, mentoring, and practical experiences. This full-time position is critical to the success of the program and will be, or become, qualified to supervise testing and to deliver workshops as needed.

Responsibilities

- Help develop and implement a robust, onsite and virtual curriculum that includes classes, workshops, mentoring, and practical experiences.
- Travel throughout the region to recruit trainees and to coordinate with universities, ITPs, and school systems.
- Recruit and match mentors.
- Recruit and manage trainers and presenters.
- Develop and deliver workshops as needed.
- Coordinate regional scholarships.
- Supervise EIPA testing site(s).
- Submit monthly and annual reports related to grant funding.
- Develop and maintain relationships with trainees, partner agencies, and collaborative stakeholders as identified.
- Maintain confidentiality and appropriate boundaries.
- Maintain accurate schedules, records, and reports.
- Keep abreast of information and research in best practices in order to strengthen program.
- Assist with program budget preparation and ensure adherence to approved budget.
- Conduct surveys to determine interest in, or satisfaction with, program.
- Other duties as assigned.

Qualifications

- Bachelor's degree in interpreting or education/training or related field.

- Interpreting experience. Certification preferred.
- Experience with the Deaf and/or hard of hearing communities and conversational fluency in ASL required.
- Knowledge of office responsibilities, systems and procedures.
- Proficiency in MS Office.
- Comfortable with calendars, databases, and general office equipment.
- A successful track record in setting priorities.
- Keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A creative mind with an ability to suggest improvements; strong common sense.
- Personal qualities of integrity, credibility, and dedication to the mission of Bridges for the Deaf and Hard of Hearing.
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- Strong written English skills.
- Ability to function as part of a team and to take direction while also being able to work independently and in a start-up environment.
- Strong sense of professionalism, self-awareness, respect, courtesy, common sense, humor, and grit.