Northwest Youth Corps
American Sign Language Inclusion Coordinator

POSITION: American Sign Language Coordinator

STARTING SALARY: $35,600 per year

LOCATION: Northwest Youth Corps Headquarters, Eugene, Oregon

BENEFITS OVERVIEW: Personal Leave, Paid Holidays, Medical and Dental Coverage, Disability/Life Insurance, 401(k) investment plan, Professional Development, and other perks!

ORGANIZATIONAL BACKGROUND
Since 1984, Northwest Youth Corps (NYC), a non-profit organization, has given tens of thousands of youth and young adults opportunities to learn, grow, and experience success. Through partnerships with conservation agencies, youth and young adults gain the personal and professional skills needed to carry out a variety of stewardship projects, from which they can earn a stipend, high school credit, and/or an AmeriCorps educational award. More importantly, these young people gain skills needed to become economically and socially self-sufficient, benefit their communities as citizen stewards, and recognize that they can make a positive difference. NYC also operates an accredited charter school, internship program, and the Idaho Conservation Corps (ICC).

POSITION SUMMARY
The ASL Inclusion Coordinator works with the Community Engagement and Programs Departments to support the recruitment, placement, and successful participation of youth and young adult applicants into Northwest Youth Corps programs. The ASL Inclusion Coordinator will work closely with the CE Manager in outreach to D/HH communities, schools, stakeholder groups, the media, and alumni to increase awareness of the ASL Inclusion program. They will build and support relationships with ASL Programs nationwide (including D/HH serving Corps) to help support and grow the ASL Inclusion program. The ASL Inclusion Coordinator also researches and develops field curriculum that supports participant’s learning and growth. The ASL Inclusion Coordinator will also assist in program evaluation and reporting.

POSITION DETAILS
Diversity, Equity, and Inclusion Support

• Promote continued organization support of Diversity, Equity, and Inclusion initiatives.
• Seek to remove barriers to participation in NYC programs for underrepresented populations.

Areas of Responsibility

• Develop strong connection with DHH school counselors and other DHH community members to maintain and utilize community connections for recruitment and other NYC priorities.
• Assist DHH youth, young adult and staff applicants through the application process.
• Work directly with the Partnerships Director to build funding support for DHH programming.
• Work with Communication Officer to write and edit effective press releases and other print materials to captivate communities across the United States.
• Support the recruitment, application, processing, database management, and all related aspects of youth placement by the youth services team. Community Engagement and Programs teams.
• Assist Youth Corps Program Coordinators with the recruitment and hiring of DHH/ASL fluent staff for the ASL Inclusion crews.
• Provide support to other Corps engaged in serving D/HH community through crew based programs. This may include travel to support recruiting, staff training, D/HH leader hiring, etc.
- Provide in-field support for DHH staff and crews during staff trainings, orientation, field programming (including weekend sites and graduations).
- Develop an ASL SEED curriculum addendum to incorporate into the already existing curriculum.
- Coordinate interpreters and communicate schedule (and changes) effectively as needed to assist crews throughout the summer, including orientation, graduation, field work, and weekend sites.
- Aid in program development through assessment, evaluation and reporting procedures.
- Attend recruitment and other strategic outreach events as NYC’s representative.
- Respond to inquiries and questions from community in a timely manner.

**Desired Skills**
- Fluent in American Sign Language and use of technology to support ASL interviews/conversations.
- Knowledgeable about Deaf culture and community.
- Ability to manage several tasks at once under pressure.
- Outstanding ability to work with people from all backgrounds and temperaments.
- Strong writing and editing skills.
- Keen attention to detail is a must!
- Friendly and personable.
- Strong computer and analytical skills.
- Appreciation for working with youth in the outdoors.

**Position Qualifications & Certifications**

*Education* - A Bachelor’s degree from a four-year college or university required, preferably in communications, marketing, journalism, Deaf Studies, or a relevant field. Experience and demonstrated skill at public speaking, ASL interpreting, writing, reporting and editing are highly desirable.

*Experience* - Candidates must have a strong interest in NYC’s goals, the ability to work as a team member and a sense of humor. Previous experience which demonstrates organizational skills, the ability to perform at a consistently high level under pressure, the ability to manage multiple projects simultaneously and familiarity with a wide range of communications tactics will all be skills necessary to succeed in this position. Candidates should have experience interpreting for large groups or events and working with Deaf youth. A strong set of computer skills and database experience are required. In addition, the successful candidate must possess a valid driver’s license and clean driving record as some travel will be required.

**Terms of Employment:** This is a full time position beginning in mid-January. Typical hours are Monday through Friday, 8:00AM to 5:00 PM. Workload varies seasonally and will require long days and/or evening and weekend responsibilities periodically.

**To Apply:** Send a cover letter, resume and three references to Jessica Johnson, Human Resources Officer, Northwest Youth Corps, 2621 Augusta Street, Eugene, OR 97403 or you may e-mail jessicaj@nwyouthcorps.org with “ASL Inclusion Coordinator” in the subject line and document attachments in either word or pdf format. Please do not call.

Additional program information can be found at [http://www.nwyouthcorps.org/m/](http://www.nwyouthcorps.org/m/)

**Northwest Youth Corps is an Equal Opportunity Employer** - Our core purpose is to provide opportunities for youth and young adults to learn, grow, and experience success. We believe diversity is a key source of strength for our communities, and we strive to create a safe and empowering environment for participants from a wide range of backgrounds and abilities. We are deeply invested in the success of youth and young adults of all races, ethnicities, gender identities, religions, sexual orientations, economic statuses, or other socio-cultural identifiers.