



## Employment Opportunity Bilingual Project Coordinator Intern (Spanish-English) or (Hmong-English) Summer 2018

**Agency:** UW Cooperative Extension

**Position Title:** Bilingual Project Coordinator Intern (Spanish-English or Hmong-English)

**Location:** Madison, WI      **Number of Positions:** 1      **Internship period:** Summer 2018 (May-Aug)

**Pay Rate (depending on qualifications):** \$10.00- \$15.00 per hour, depending on qualifications

**Application deadline:** March 5, 2018

**Hours:** Monday through Friday, 15-25 hours per week between 9am-5pm.

**Eligibility:** Summer Affirmative Action Internship Program (SAAIP) internships are open to students currently enrolled in an accredited post-secondary institution. Post-secondary institutions may include technical schools, two-year colleges, four-year colleges, or graduate and professional schools. Additionally, SAAIP interns must reside and/or attend school within the state of Wisconsin.

**Position Description:** UW Cooperative Extension provides educational programming throughout the state of Wisconsin. The Language Access Team coordinates the development and use of multilingual communication to communicate with the state's linguistically diverse communities. The majority of the Language Access Team's requests for translation and interpretation services involve working with the Spanish-English and Hmong-English language pairs. Working under the direction of the Language Access Coordinator, the **Bilingual Project Coordinator** will collaborate closely with other team members to plan and execute a wide range of multilingual projects that support Cooperative Extension's educational programming. The intern will develop and manage website content, visuals, infographics, brochures, bilingual glossaries, resources, tools, and other materials that support the vision and goals of the Language Access Team. Depending on the skills, experience, and goals of the project coordinator, there will also be opportunities to translate and proof text-based content and/or interpret during programming events.

We have a particular interest in receiving applications from candidates who understand and value how knowledge of self, language, culture, and community enhances their professional goals, skills, and assets.

**Position Tagwords:** Strategic communications, educational programming, multilingual audiences, language access planning and policies, language rights, limited English proficient (LEP) populations, Civil Rights Law (Title VI), language-based discrimination issues, land-grant institutions, translation, interpretation

**Professional Development Objectives:** This position will allow the intern to develop a deeper understanding of how federal laws and policies protect the language rights of limited English proficient (LEP) individuals in federally funded programs. It will also expose the intern to the different types of educational programming Cooperative Extension provides, especially those targeted toward underserved and underrepresented communities across the

state. Lastly, the intern will come away with a better understanding of Wisconsin's rich linguistic and cultural diversity.

**Common Topics for Language Access Projects:** Agriculture (e.g. livestock, crops, soil, farming practices & techniques), horticulture, natural resource management, family financial literacy, nutrition, child development, parenting, and other aspects of community health and wellness.

**Required Knowledge, Skills, and Habits of Mind:**

- Solid experience working with Microsoft Office
- Strong communication and presentation skills, both oral and written
- Professional level of language proficiency in Spanish or Hmong, which should include:
  - *an ability to read, write, and understand the language*
  - *a sensitivity toward the inherent diversity that exists within Spanish-speaking or Hmong-speaking populations*
  - *an ability to communicate independently with colleagues and community members as appropriate*
- Positive attitude and work ethic
- Passion for working with culturally and linguistically diverse populations
- Interest in working in a multilingual and multicultural workplace

**Preferred Knowledge, Skills, and Experience:**

- Knowledge of, or experience with, the translation and interpretation process
- Managing content using web-based tools (i.e. Wordpress, Qualtrics, Google Docs)
- Digital media editing (photo, video, audio, etc.)
- Development of brochures, infographics, and other visually appealing tools
- Interest in educational programming and public entities that promote positive engagement of diverse youth and adult learner populations

**Relevant Areas of Study/Interest:** Translation, Interpretation, Language Studies, Education, Culturally Relevant Pedagogy, Digital Media Design, Website Development, Marketing, Journalism, Sociology, Legal Studies, Sociolinguistics

**Materials requested from applicants:**

- Cover letter
- Resume
- Contact information for three professional references

**Please email your application to:**

[languageaccess@ces.uwex.edu](mailto:languageaccess@ces.uwex.edu) or postal mail:  
UW Cooperative Extension Language Access  
Attn: Dominic Ledesma, room 227 B  
UW-Extension  
432 N. Lake St.  
Madison, WI 53706

If you have any questions about this position please email: [dominic.ledesma@ces.uwex.edu](mailto:dominic.ledesma@ces.uwex.edu)