



# WASHINGTON IMMIGRANT SOLIDARITY NETWORK

**Language Justice Organizer**

**March 2025**

## **ORGANIZATIONAL DESCRIPTION**

In 2016, in response to escalating white supremacy and anti-immigrant threats, a coalition of immigrant and refugee-led organizations that had been supporting their communities across Washington state for decades came together to form the Washington Immigrant Solidarity Network. Today, we are the largest statewide immigrant-led coalition in Washington. Nearly a decade later, our powerful, volunteer-driven network continues to grow. From our Deportation Defense Hotline created in 2017 to the Fair Fight Bond Fund established in 2018, WAISN unites immigrant and refugee rights organizations and individuals committed to protecting and empowering Washington's more than 1.2 million immigrants and over 30,000 refugees. We strive to build collective power and ensure that every immigrant and refugee in our state has the support they need to thrive.

WAISN is the largest immigrant justice network in Washington that convenes and cultivates a statewide transnational solidarity coalition to protect and advance the power and rights of all immigrant and refugee communities. As a queer and transgender founded and led nonprofit, we organize from a place of abundance and commit to intersectional, multifaith, intergenerational, multi-lingual, multiracial, and multiethnic immigrant-led efforts by investing in base building and growing the leadership of forced migrants.

The ideal candidate shares our commitment to building relationships and grassroots power in immigrant and refugee communities and supports our decolonial, transnational, and intersectional feminist values of joy, care, solidarity across differences, integrity, and accountability.

## **POSITION SUMMARY**

This position will work closely with the Executive team, Media Consultants, and Policy Director to support the growth of language justice work. The Language Justice Organizer will be responsible for the coordination and implementation of internal and external strategies of multilingual interpretation, translation, and communication in alignment with WAISN's vision, mission, organizing principles from the frame of language, power and its many intersections. Priority projects in 2025 include establishing infrastructure for assessing quality and political alignment of interpreters and translators, building regional Indigenous language interpreting capacity and councils, organizing community interpreting workshops, organizing a Language Justice advisory council, providing trainings for the WAISN team on language justice, deportation defense and access-related legislative initiatives, and representing WAISN in national Language Justice networks, and coordinating language access for ongoing campaigns and events such as our annual Immigrant and Refugee Advocacy Day. This position will report to the Public Affairs Director when hired and, until then, to the Executive Directors.

All organizer positions within WAISN are essential to bringing people together in building collective power and driving systemic change. At the heart of this work is relationship-building – connecting through one-on-one conversations in-person and virtually, community-based listening sessions, and participating in community gatherings to foster trust and solidarity. These interpersonal and communal relationships form the backbone of collective action. Beyond immediate wins, all WAISN organizers will focus on long-term movement building, creating lasting change by empowering our communities through knowledge and resource sharing.

### **Key Responsibilities:**

#### **STRUCTURE & DESIGN (20%)**

- Refine and provide a Language Justice training curriculum for WAISN Staff, contractors, and volunteers, covering a variety of language justice topics, including but not limited:
  - Language Justice 101: Instilling language justice consciousness.
  - Zoom Interpretation Technology: How to plan and facilitate a meeting with remote simultaneous interpretation
  - How to prepare a document for translation.
  - How to use in-person interpretation equipment
  - Language and Border Imperialism
  - Know-your-Rights with interpretation in multiple languages
  - Rapid Response with interpretation in multiple languages
- Establish and refine protocols for vetting and contract value-aligned translators/interpreters, and assessing and improving interpretation and translation.
- Refine systems for requesting language access support and services with the goal of fulfilling requests in a timely manner and instilling language justice consciousness.
- Work across departments to develop a language justice implementation plan for the next 5 years.
- Integrate a train the trainer model into key language justice workshops and practices in order to build language justice literacy and habit into all departments and staff.
- Establish protocols to ensure community members are informed of what language services are available and how to access them.
- Create language justice centered glossaries and style guides for communications in multiple languages, under the lead of the Communications team.

#### **PROJECT-BASED TRANSLATION & INTERPRETATION COORDINATION (30%)**

- Manage procurement with:
  - Independent interpreters
  - Translators
  - Language agencies
  - Language justice consultants
  - Language video and/ or audio services and subscriptions

- Manage daily operations of language access, including preparing documents for translation, providing support to interpreters prior to, during, and after meetings, and providing technical support during meetings.
- Advise communications staff and communications in procedures and practices to ensure quality translation and interpretation, linguistic and cultural diversity, and cultural sensitivity in communications.
- Coordinate review sessions with multilingual community members to provide feedback on communications with comprehension, localization, and cultural sensitivity.
- Lead language access coordination, interpretation technology, volunteer management, and advice communications for WAISN's annual events and gatherings, including our largest one Immigrant and Refugee Advocacy Day, a multilingual event attended by over 500 people.
- Provide timely translation of communications materials including, but not limited to, social media, flyers, and email content.

### **POLITICAL ED, ORGANIZING, COMMUNITY CAPACITY BUILDING (25%)**

- Develop multilingual organizing strategies across departments to identify, cultivate, and resource linguistically diverse community leaders and interpreters, particularly in Mixteco, Triqui, and Mam.
- Collaborate with language justice cooperatives to host skill-building workshops for community members and member organizations.
- Host regular workshops for membership organizations on language justice 101, working with interpreters, language justice technology, WAISN's interpretation and translation request protocol, and equipment rental.
- Build, manage and foster relationships with Language justice workers, cooperatives, strategists, organizers, and service providers to inform internal processes, collectivize language justice knowledge and build a network of multilingual, multiethnic language justice leaders statewide.
- Design and organize a recurring advisory council for language justice and communications, made up of representation from impacted communities, to influence member-facing Language Justice and Communications priorities and act as a body of accountability and feedback.
- Monitor ongoing language access/justice legislative campaigns and legal initiatives, provide education to WAISN staff and membership organizations on the state of these initiatives, strategize with WAISN's policy, communications, and organizing teams to mobilize WAISN audiences towards action around these initiatives.
- Actively participate and lead outreach activities such as flyering in the community to distribute information in multiple languages.

### **RESEARCH & DATA (10%)**

- Compile bi-yearly language data from changing state demographics.
- Compile quarterly language data with the support of other departments from the bond fund, hotline, membership, and digital organizers.
  - Use this data to refine, update, and provide recommended priority language lists for multilingual communications.

- Conduct quarterly assessments with WAISN departments in order to identify areas of improvement and need and strategize on the further integration of language justice.
- Create accessible, partner-facing records and maps of languages spoken by immigrants in Washington state.

### **ADMINISTRATION AND DEVELOPMENT (10%)**

- Initiate individual contracts with the list of 20+ interpreters and 20+ translators that we work with regularly, as well as project based relationships with language agencies such as Respond Crisis Translation and NWI Global, and other language access services, such as but not limited to Cyacom International (on-demand interpretation service).
- Research fair and standardized fee structures and contractual expectations in order to inform or update existing operations standards around working conditions and standards of interpretation/translation for independent contractors.
- Act as the first point of contact for contractors, process invoices, and request payment from the Operations Manager to ensure timely payment of contractors.
- Co-create annual and project based budgets with the support of the Operations and Communications Managers in alignment with Language justice and organizational priorities. Use budgets as a guide for language justice decisions.

### **Job Requirements and Personal Traits Preferred**

#### **Knowledge**

- A demonstrated commitment to social and racial justice issues and understanding of challenges facing immigrant communities, communities of color, queer and transgender communities, as well as low- and moderate-income families;
- A demonstrated commitment to cutting edge progressive values that champion an intersectional, decolonial, and transnational feminist agenda centered around the dismantling of all systems of oppression;
- Demonstrates self-awareness of their own multiple group identities and their unconscious biases, can adjust to different spaces accordingly;
- Knowledge and willingness to learn about the U.S. immigration system, preferably with lived experience as a refugee, formerly undocumented, forced migrant, or someone with temporary protected status;

#### **Skills**

- Minimum of two (2) years of grassroots community organizing experience;
- Minimum of two (2) year of project managing, managing contractors, individuals or volunteers;
- For this position, Bilingual/Multilingual skills are **required**;
- Experience in building and working in coalitions and making meaningful opportunities for participation of diverse communities and grassroots organizations;
- Excellent writing and communication skills;
- Proficient computer and digital literacy, including familiarity with Google Workspace, Canva, Slack, Action Network or similar communications tools, and Airtable or similar. Familiarity with project management and CRM software tools is a plus.

## **Abilities**

- Ability to build strong relationships and trust across race, gender, class, and other group identities;
- Critical and strategic thinker able to make connections between different issues, analyze complex information, and demonstrate good judgment with a commitment to following feminist and decolonial approaches to social justice;
- Ability to convey complex or technical information in ways accessible to a wide variety of audiences—leaning on principles of mentorship and storytelling—in-person, virtually, and in writing that have a proven record of effective piercing through the noise for high social impact;
- Highly organized, self-driven, and can independently manage multiple tasks and drive projects to completion in a fast-paced environment with a strong sense of self-accountability and accounting for how their actions or lack thereof affect others;
- Capable of creating and maintaining a best practices informed and healthy organizational culture and a culture of collaboration and conflict transformation;
- Capable of demonstrating critical thinking through kindness and empathy for immigrants of all backgrounds and connecting life outcomes to structural systems of power.
- Willingness to take on public facing roles (e.g: public speaking at events or community trainings, speaking to media, etc.) as well as behind-the-scenes tasks (e.g: updating internal databases, logistic support tasks for events, etc.);
- Flexible schedule with the ability to work evenings and weekends as determined by operational and larger movement for immigrant justice demands;
- Maintain a valid driver's license. Ability and willingness to travel regularly and must live in Washington State.

**COMPENSATION** This is a full-time position. The salary range for this position is \$70,000-\$75,000 annually for full-time work, contingent on experience and increased job scope for those with linguistic abilities.

Benefits package includes an annual professional development training stipend, generous paid time off, vacation and sick leave. Full-Time Employees with WAISN will have 100% of Kaiser Permanente Medical Insurance, Delta Dental Insurance, and VSP Vision insurance premiums covered, and 80% of insurance premiums covered for dependents.

**REMOTE/ HYBRID WORK POLICY** WAISN employees are currently located across the state of Washington and do not share a centralized office. Staff members are not required to work in person when handling day-to-day role responsibilities but will be expected to gather for events such as staff retreats and other all-staff reunions throughout the year. New staff members will be offered a \$2,000 stipend to aid in relocation from out of state to Washington state if selected for their respective positions.

**VACCINE POLICY** In an effort to maintain a safe and healthy workplace, WAISN requires all current staff members and contractors to be fully vaccinated against COVID-19. WAISN defines "fully vaccinated" as having received either 1 dose of the Johnson&Johnson or 2 doses of the Moderna or Pfizer administered vaccines. All new personnel must present proof of COVID-19

vaccination card to the Personnel Success Manager upon request. Exceptions to the vaccine mandate include religious reasoning and health concerns. If you are eligible for an exception, please reach out to the Personnel Success Manager to discuss in further detail.

**TO APPLY** Please send resume, cover letter, and list of three references to [jobs@waisn.org](mailto:jobs@waisn.org). All documents must be in a single PDF in one email with "Language Justice Organizer" in the subject heading. Applications will be accepted on a rolling basis until the position is filled. Priority for applications received by March 28th, 2025. No phone calls please.

*\*\*WAISN is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation), sexual orientation, national origin, ancestry, age, marital status, medical condition, physical or mental ability, or any other basis protected by law. We encourage applications from historically and currently disenfranchised people of color, immigrants, women, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, and Queer communities and other historically and currently disenfranchised groups.\*\**