



Job Announcement: Deaf Communications Coordinator
FLSA Status: Exempt

LIFE Inc. is currently seeking to hire a **Deaf Communications Coordinator**, who will be responsible for coordinating interpreting services with community businesses needing to provide equal communication access to their Consumers who are Deaf or Hard of Hearing. Applicant must possess great computer skills and be able to work independently. Starting salary range is \$40,000 - \$44,000, depending on experience. Fringe benefits include paid sick and vacation leave, retirement plan, generous holiday schedule and medical insurance.

Essential Tasks:

1. Understands and subscribes to the philosophy and values of independent living, culturally relevant education, Consumer empowerment, and community integration.
2. Recruits qualified Interpreters for contracting purposes and maintain updated information on each.
3. Schedules Interpreters to fulfill requests from community businesses and state agencies.
4. Maintains full, accurate, and current documentation as required and submits billing information in specified time frames.
5. Develops relationships with local government agencies and other social service agencies to formalize contracts for delivery of communication services.
6. Educates businesses and agencies in the community on their obligations to provide equal communication access to individuals who are Deaf or Hard of Hearing.
7. Increases knowledge base about communications services through required trainings and other professional growth opportunities.

The previous statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Qualifications/Skills:

1. Understands the social, cultural, economic, and communication needs of individuals who are Deaf and Hard of Hearing
2. Excellent organizational and time management skills
3. Ability to maintain a professional attitude, particularly in stressful situations
4. Attention to detail and discretion with confidential information
5. Knowledge of computers and software applications, particularly Microsoft Office
6. Good oral and written communication skills
7. Ability to network and promote good community relations
8. Ability to maintain a positive attitude and work well with individuals from a variety of backgrounds
9. Ability to exercise good judgment
10. Ability to travel and work independently

Education/Experience:

Completion of a two or four-year undergraduate degree, with a minimum of three (3) years' experience in providing or arranging communication access for the Deaf and Hard of Hearing community; or, any combination of education and experience that may qualify the individual for the position.

To Apply:

Please submit a cover letter (not to exceed one page), a resume (not to exceed two pages) and 3 professional references by September 10, 2023, to michelle.crain@liferun.org or fax to (806) 795-5607, Attn: Michelle Crain.

LIFE/RUN is an equal opportunity employer.