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Taconic Resources for Independence, Inc. (TRI) is a disability advocacy organization, which serves as a resource for individuals with disabilities to fully access and participate in the community through outreach, advocacy, and independent living skills development.

**POSITION: Mid-Hudson Interpreter Service (MHIS) Staff Assistant**  
**HOURS: PART TIME**

**JOB SUMMARY:** To assist the Mid-Hudson Interpreter Service (MHIS) team in Deaf/Hard of Hearing Advocacy, Interpreter Coordination and confidential paperwork, and performing alternating on-call duties with the MHIS Team.

**REPORTS TO: MHIS Program Director**

**ESSENTIAL FUNCTIONS:**

1. Record and coordinate customer requests, schedule, and confirm interpreters for assignments; update and coordinate data in agency database.
2. Submit all required paperwork and maintain organizational records
3. Ability to be On-Call with the use of agency cell phone alternating with MHIS team – includes nights, weekends and holidays.
4. Develop and maintain positive relations with Deaf community and consumers.
5. Assist in planning staff development to meet the needs of ASL interpreters.
6. Develop and maintain a strong network within the Deaf and Interpreting communities.
7. Assist in social media and marketing of MHIS
8. Advocate for the rights of Deaf/Hard of Hearing individuals
9. Pursue professional development through workshops and interpreter organizations.
10. Other duties as assigned by Supervisor or Executive Director.

**QUALIFICATIONS:**

1. Minimum 3 years' experience conversing in fluent ASL
2. Understanding of the Americans with Disability Act law (ADA) and Deaf culture
3. Computer and Internet skills a must
4. Professional use of telephone and video phone (VP)
5. Ability to handle multiple tasks simultaneously
6. Ability to maintain strict confidentiality
7. Excellent writing and communication skills
8. Excellent management and organizational skills

**Please submit a cover letter and résumé to: Jeanine Byrnes MHIS Program Director @ [j.byrnes@taconicresources.org](mailto:j.byrnes@taconicresources.org) No phone calls, please.**

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