

## **Northern Virginia Resource Center for Deaf and Hard of Hearing Persons (NVRC) Part-Time Communications, Program & Interpreting Services Coordinator**

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**Location:** Oakton, VA

**Schedule:** Part-time (20 hours/week; Monday–Friday with occasional evenings and Saturdays for events)

**Salary:** \$20.00/hour

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### **About NVRC**

The Northern Virginia Resource Center for Deaf and Hard of Hearing Persons (NVRC) is a nonprofit organization dedicated to empowering deaf and hard of hearing individuals and their families through education, advocacy, and community involvement. NVRC provides interpreting services, outreach programs, assistive technology, and information resources to the Northern Virginia community.

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### **Position Overview**

NVRC is seeking a dependable, well-organized individual to support communications, administrative operations, and interpreting services. This position works closely with the **Director of Interpreting Services** and serves as a support to the Executive Director, assisting across multiple program areas to ensure effective and responsive service delivery.

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### **Responsibilities**

#### **Communications & Media**

- Produce and distribute NVRC's weekly e-newsletter
- Assist with organizational communications and outreach
- Support social media content, including posts, reels, and short video content
- Help ensure information is clear, timely, and accessible

#### **Interpreting Services Support**

- Enter service requests into the scheduling system
- Communicate with interpreters regarding available assignments
- Assist in coordinating interpreter coverage for assignments
- Maintain accurate records of assignments
- Support communication with clients and interpreters to ensure quality service

#### **Administrative & Executive Support**

- Provide general administrative support for NVRC programs
  - Assist the Executive Director with scheduling, coordination, and follow-up
  - Support event preparation and occasional program activities
  - Work collaboratively with staff to meet program needs
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### **Qualifications**

- Ability to communicate clearly in English and American Sign Language (ASL) required
  - Strong written communication skills
  - Strong organizational skills and attention to detail
  - Strong proficiency in Microsoft Office Suite (Word, Excel, Outlook), and experience with scheduling/database systems (e.g., Gridcheck)
  - Familiarity with communication and design platforms such as Mailchimp and Canva
  - Ability to manage multiple tasks and priorities
  - Comfortable creating basic social media and video content
  - Ability to work both independently and as part of a team
  - Professional, reliable, and responsive
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### **Preferred:**

- Familiarity with Deaf culture and the Deaf community
  - Experience with administrative coordination, scheduling, or customer service
  - Experience with social media platforms and basic video editing tools
  - Familiarity with email platforms (e.g., Mailchimp) and Microsoft Office
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### **Work Schedule**

- 20 hours per week
  - Monday through Friday, either 9:00 AM – 1:00 PM or 1:00 PM – 5:00 PM (set schedule to be determined)
  - Occasional evening hours (5:00 PM – 9:00 PM) may be required for events, with advance notice and schedule adjustments
  - Occasional Saturday hours may be required for events
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### **Application**

Applicants should send a resume and brief introduction to: [employment@nvrc.org](mailto:employment@nvrc.org)

NVRC is an Equal Opportunity Employer. We welcome applicants who will enhance the diversity of our staff.