Deaf and Hard of Hearing Services

Job Posting

Posted: 10/28/2026
Start Date: ASAP

Position Title: Interpreter Services Coordinator
Reports to: Interpreter Services Specialist
Job Type: Full-time

Primary Responsibilities include:
Deaf and Hard of Hearing Services is seeking an Interpreter Services Coordinator to join our Interpreter Services Department. This is a fast-paced role that requires strong communication and problem-solving skills. You'll work closely with colleagues, interpreters, and customers to maintain an accurate schedule of requests.

The Interpreter Services Coordinator provides administrative and operational support, responsible for receiving and coordinating interpreter requests, assigning qualified interpreters, responding to phone and email inquiries, assisting office visitors, maintaining accurate records, and supporting daily office operations.

This role is a great fit for those looking to grow their skills and knowledge in interpreting, strengthen their receptive and expressive signing skills, and build relationships with local Deaf community members and interpreters.

Benefits:
Medical insurance, paid time off, paid vacation, and 403B.

Pay:
$18.00/hour (eligible for post probationary rate increase)

Work Week:
Monday – Friday - 8:00am – 4:00pm (may vary, can be flexible for class schedule/practicum, etc. if discussed and agreed upon ahead of time)
Weekend and Evening work may be required for urgent, afterhours requests

In-person position with opportunities for hybrid schedule after training period

Please forward your cover letter and resume to:
Erica Chapin, Executive Director
echapin@deafhhs.org

Applications Due by NOVEMBER 13