



¡Atención!

Notice of Opportunity to join Ecology's Multilingual Interpretation and Translation Team (MITT) – Spanish team

The Spanish Team of MITT is now accepting applications for **two (2)** team members.

The team is hiring for two Translator-Interpreter roles.

Translator-Interpreter team member duties:

- Actively participates in Ecology's Multilingual Interpretation and Translation Team (MITT) in order to enhance the Agency's service delivery to the Spanish-speaking community.
- Translates English language documents and website content into Spanish and vice versa.
- Interprets English oral presentations, discussions, phone calls, and site visits with Spanish speaking audiences or clients, and vice versa.
- May attend other Ecology and key stakeholder meetings in order to provide or prepare for MITT services.
- Some travel, including over-night travel, may be involved.
- Other responsibilities may include assisting with outreach efforts to the Spanish-speaking community including radio, social media, or other news and public relations involvement, helping other Ecology employees obtain services from the MITT team, promoting MITT services to the Agency, and improving the MITT team's service.

Requirements:

Full-time employee of Ecology who effectively speaks and/or reads and writes Spanish (evaluation is based on passing a written and oral assessment) AND who actively demonstrates the Ecology CORE competencies:

- **Service focus:** Treat our fellow employees, our clients and the public as partners and collaborators who are equally committed to a healthy, prosperous Washington. Build and maintain internal and external satisfaction with the services offered by the agency. Consistently strive to exceed expectations.
- **Adaptability and flexibility:** Solve problems, consider different perspectives, and find new, creative ways to accomplish our work. Adapt easily to changing needs, conditions,

and work responsibilities. In dynamic situations, adapt approaches, goals, and methods to achieve successful solutions and results.

- **Communication:** Communicate clearly, accurately, and in a timely manner. Actively listen and engage in open, respectful and professional dialogue. Perform work in a helpful, friendly, and positive manner.
- **Accountability:** Accept personal responsibility and accountability for the quality and timeliness of our work and for meeting workplace expectations. Achieve excellent results with little need for oversight. Link agency mission/vision/values to everyday work.

Commitment:

Each MITT Spanish team member dedicates an average of eight (8) hours each month: Translating Ecology documents, presentations, news releases, websites, social media posts, presentations, letters, signs, and more. (Translator-Interpreter only)

- Providing Spanish/English interpretation services as necessary for presentations, discussions, phone calls, and site visits. These responsibilities may include working outside of the employee's normally scheduled work hours.
- Using bilingual Spanish/English skills to provide direct customer service.
- Helping other Ecology employees obtain services from the MITT teams.
- Possibility of attending other Ecology and key stakeholder meetings in order to provide or prepare for MITT services.
- Possibility of some in-state travel, including over-night travel.
- Possibility of assisting with outreach efforts to the Spanish speaking community including radio, social media, or other news and public relations involvement.
- Possibility of attending quarterly MITT meetings.

Compensation:

Each team member receives assignment pay of two pay ranges (or approximately 5%) added to their base salary for the use of their bilingual abilities, in accordance with WAC 357-28-175/180 and Article 42.28 (A) of the CBA.

Application process:

All interested Ecology applicants who meet the assignment requirements should:

- Email an application to Careers@ecy.wa.gov by **July 2, 2021**.
- Use the following in the subject line of the email: "Spanish MITT Team Application - due **July 2, 2021**."

For general information

- [FAQ document](#)
- [MITT SharePoint site](#)
- [The Spanish Team Glossary of Terms](#)
- MITT Spanish team members are available to discuss the roles and responsibilities, structure of the team, or their experience. See the MITT SharePoint site for a list of [team members](#).

An application consists of the following:

1. A letter of interest, in English.
2. A resume and/or copy of any certificate indicating or demonstrating the learning of the Spanish language from a university or other training or experience.
3. The completed [Spanish MITT Team Memo](#), from the employee's supervisor.

Review process:

1. Upon receipt of a complete application, all materials are reviewed based on MITT duties by the Spanish MITT team lead. Applicants who appear to meet the requirements become candidates for further consideration.
2. A written exam will contain a series of questions to test the candidate's understanding of the Spanish language and English to Spanish translation skill, administered by an existing MITT team member at an Ecology location.
 - The exam takes approximately 2.5 hours.
 - Exams are scored by one of the current Spanish team members.
 - Candidates that receive a grade of 70% or higher will be invited to the oral assessment.
3. An oral assessment will have three parts:
 - An oral presentation (candidate's choice) in Spanish for approximately 20 minutes.
 - Candidate responds to questions posed by a panel of current Spanish team members about the presentation.
 - Testing of interpretation skills through role-play of a site visit or inspection with a panel of Spanish team members.
4. An executive team sponsor interview:
 - The sponsor will contact the successful candidate's supervisor as a reference check, to ensure that the supervisor understands and agrees to the additional work requirements of MITT team member, and to ensure they agree to accommodate and prioritize the program work load appropriately.

- Afterwards, in consultation with the Spanish MITT team, the executive team sponsor will select the new team member(s).