



Bilingual Community Navigator Position Description

Job Title: Bilingual Advocate

Location: Habitat's office at 314 Columbus Avenue, Pittsfield, Western Massachusetts

Reports to: Lead Community Navigator

Position Type: Full-Time preferred but part-time is also available

Pay: \$20/hour

Application Deadline: Rolling

About Us:

Central Berkshire Habitat for Humanity is a non-profit organization committed to providing housing solutions and support to local communities in Pittsfield, Massachusetts. We are currently seeking a dedicated and compassionate Bilingual Advocate to assist our residents and connect them with vital resources to improve their quality of life.

Responsibilities:

- Connect and assist residents in accessing a wide range of community resources and support services.
- Provide guidance and support with various application processes, including but not limited to SNAP, ACP, job applications, and job training opportunities.
- Assist individuals in navigating the process of applying for a driver's license and provide guidance at various stages of the application.
- Communicate effectively with residents in both Spanish (advanced level) and English (intermediate level) to ensure clear understanding and effective advocacy.
- Build and maintain relationships with other local agencies, organizations, and community partners to enhance resource availability for our residents.

- Utilize computer skills to maintain records, track interactions, and prepare reports as needed.
- Attend and participate in three community meetings a month to represent the organization and stay informed about community needs and resources.
- Organize and conduct driver's manual classes at the Berkshire Athenaeum one evening a week until there's no longer the need for it, utilizing existing materials.
- Required qualities: Strong problem-solving skills, the ability to think independently, a proactive approach to showing initiative, and the capacity to find systemic solutions to problems.
- Flexibility for possible weekend and evening work to accommodate residents' needs.
- Work primarily from Habitat's office at 314 Columbus Avenue, Pittsfield, with some flexibility to work from home if justified.
- It is required that the person has transportation to get themselves to the office.

Qualifications:

- No specific degree or experience required, but degrees that prove high interpersonal skills, organizational skills, initiative, and problem-solving will be welcomed.
- Advanced proficiency in spoken and written Spanish, and intermediate proficiency in English.
- Compassion and empathy to assist residents facing various challenges.
- Basic computer skills for data management and reporting.

Desired qualification:

- Lived experience with moving to a new area or immigrating to the U.S.
- Ability to interpret and translate for English to Spanish and Spanish to English

Benefits:

- A fulfilling and rewarding role within a mission-driven non-profit organization.
- The chance to make a meaningful impact on the lives of residents in our community.
- Health insurance available if working 36 hours a week or more.

How to Apply:

Interested candidates should submit their resume to ceo@berkshirehabitat.org. In lieu of a cover letter, please include a short paragraph (100-200 words) explaining the experiences that make you suitable for the job and why you are interested in this type of work. Please include "Bilingual Advocate Application" in the subject line.

Central Berkshire Habitat for Humanity is an equal opportunity employer and welcomes applications from candidates of all backgrounds and experiences.