

## **Posting Information**

**Position Title:** Spanish Coordinator    **Position Type:** Full-time Employment  
**Position Location:** Utah Cty, Utah    **Position Pay:** \$75,000-\$82,500 DOE (S10)  
**Hiring Manager:** Matthew Hartvigsen | [hr@yuniquefoundation.org](mailto:hr@yuniquefoundation.org) | 385.345.4556

## **Foundation Purpose**

We inspire hope in women who were sexually abused as children or adolescents by providing through healing retreats, survivor communities, and online resources.

We empower parents to protect their children from sexual abuse through education and online resources.

We bring the epidemic of abuse into the light through public dialogue and social awareness.

## **Qualifications**

We are seeking an Spanish Coordinator to assist in the following: 1) Assist with and execute the Foundation awareness strategy. 2) Collaborate with the Awareness Manager in accomplishing and planning the Foundation's awareness strategy.

### *Educational/Professional Requirements*

- A bachelor's degree
- A master's degree or equivalent work experience

### *Experience Requirements*

- Exceptional writing skills in English and Spanish
- Professional translation experience at least 5 years
- Experience in social media marketing at least 1 year
- Experience writing for specific audiences/social media
- Experience in social analytics tools.
- Non-profit experience is a plus

## **Responsibilities**

- Translate into Spanish and promote digital resources for parents so they are empowered to teach their children about childhood sexual abuse and healthy sexuality.
- Translate into Spanish and promote digital resources for childhood sexual abuse survivors to assist them in their healing journey.
- Translate into Spanish training materials for workshops with clinicians and therapists to better train them on assisting patients with a history of sexual abuse.
- Translate into Spanish and manage our print materials—like our book and workbook.
- Help plan, implement, and maintain the Foundation's awareness strategy.
- Give community presentations in Spanish.
- Launch, post, maintain, and report on Spanish social channels.