

Organization Background

The Galveston Bay Foundation (GBF) is a nonprofit organization located on the Upper Texas Coast that has worked for 35 years to preserve and enhance one of the world's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, research, youth education, and advocacy. Our office is located in Kemah, Texas. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org or find us on social media.

Position Title:	Galveston Bay Report Card - Vietnamese Outreach & Translation Assistant
Reports to:	Marine Debris Programs Coordinator
Classification:	Part-time Temporary – average 15 hours/week for 10 weeks
Pay Rate:	\$12.00/hour
Start Date:	May/June 2023 to July/August 2023 (exact dates are negotiable)

Summary: The Galveston Bay Foundation is seeking a summer part-time, temporary Vietnamese Outreach and Translation Assistant for Galveston Bay Report Card outreach (GBRC). This individual will help with the coordination of GBRC outreach efforts within the Vietnamese Community and provide translation and on-site translator services. The position will entail a combination of field and office work (both in-person and remote). Vietnamese language proficiency is required. Familiarity with Microsoft Office and outreach coordination are highly desirable. To learn more about the Galveston Bay Report Card, please visit www.galvbaygrade.org.

Specific Duties

- Assist in the coordination and execution of outreach events and initiatives
- Provide Vietnamese translation and on-site translator services
- Assist with development, preparation, and data collection for GBRC surveys
- Facilitate new partnerships within the Vietnamese community
- Plan and implement working sessions and outreach with local university clubs and organizations

Qualifications

Required

- Fluent in Vietnamese and English
- Competency using Microsoft Office and online-meeting platforms
- Ability to comfortably engage with various members of the public and conduct outreach within the community
- Ability to carefully follow instructions, work independently, and pay close attention to detail
- Be an excellent team member with the ability to communicate and work with others both in person and remotely
- Successfully pass a criminal background check prior to hiring
- Must be a United States citizen or have permanent resident alien status

Desired

- Experience in outreach and/or partnership development
- Experience in Vietnamese translation and/or translator services
- An interest in conservation, environmental science, and Galveston Bay
- Existing contact or collaboration with the Greater Houston Vietnamese community

To apply, please send a cover letter, resume, and contact information for three references to Lisa Scobel at lscobel@galvbay.org by 5pm EST on **April 10, 2023**. Please contact Lisa Scobel directly with any inquiries about the position.

The Galveston Bay Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.