



United
Women
in Faith

JOB DESCRIPTION
Missouri Conference United Women in Faith
Language Coordinator

TITLE: Language Coordinator

CHOSEN BY: Appointed by the President and approved by the Leadership Team

TERM OF OFFICE: Appointed for two years; may be reappointed for a second term of two (2) years.

RESPONSIBILITIES:

1. Maintain a list of resources that relate to the diverse language communities in our conference (e.g. Spanish, Korean, Pacific Islanders, etc.)
2. Identify person or person to provide American Sign Language if requested.
3. Identify person to provide for interpretation in another language if necessary
4. Create an awareness of these materials as well as access to materials that explain the culture and how it relates to Scriptural messages
5. Share information on the cultural and linguistic communities within our conference through The Mission Voice, our conference newsletter.
6. Promote an understanding of these cultures through presentations or displays at conference gatherings such as Mission u and the Legislative Training Event
7. Maintain a spot on our Conference UWF website that highlights the cultural and linguistic information
8. Be available to attend District Events when requested and be ready to give presentations if asked.
9. Keep a notebook or journal of term activities to share with the person who comes after

Language Coordinator

-2-

RESOURCES:

- United Women in Faith website
- Conference website

REPORTS TO:

- Conference President
- Conference Leadership Team
- Conference Event Chairperson

RELATES TO:

- Conference Leadership Team
- Conference Mission Coordinators
- Mission u
- Legislative Training Event
- Local and District Leadership Teams
- National Office