

ANNOUNCEMENT

Hiring a Mandarin Speaking Community Safety Ambassadors

The Seattle Office of Emergency Management is hiring community members who can teach basic disaster preparedness skills (ways to be safer during a disaster such as an earthquake or winter weather), provide 911 outreach and education, and teach hands-only CPR to immigrant, refugee and limited English speaking communities. The ideal candidate is a trusted community member, has knowledge of the community they will be training, speaks the same language, identifies and has a sense of service to the community, is comfortable speaking publicly and can demonstrate leadership ability.

There is currently a vacancy for **one Mandarin speaking trainer**.

More about the position

Community Safety Ambassadors will be hired as service vendors to provide public disaster preparedness education to community members. Positions are funded through limited grant funding. Seattle OEM provides training to selected candidates on preparedness messaging and materials.

Criteria for Selection

Successful candidates will be able to do the following:

- Ability to speak, read, write in Chinese.
- Ability to speak and read English
- Ability to learn and use virtual meeting platforms such as Microsoft Teams
- Ability to conduct culturally appropriate outreach activities and presentations
- Ability to work a flexible work schedule
- Be able to provide a completed W-9 form
- Ability to attend an in person interview with Seattle Office of Emergency Management staff member (accommodations will be provided at candidate's request)

If selected, all trainers will be asked to commit to the following:

- Identify community groups to reach out to for presentations and other events.
- Schedule trainings and workshops for target groups
- Translate and review OEM documents into Chinese
- Attend required trainings scheduled by OEM staff
- Dedicate at least four hours a month teaching basic emergency preparedness to a variety of community groups.
- Be able to return (hard copy or electronic) reporting forms on a monthly basis

Hours

Work is on demand as events are scheduled. Hours will be variable , part-time and as available. Anticipate, working mostly on weekends and evenings. There will be some weekday work as well. *Due to COVID-19, outreach will include virtual outreach.

Compensation

Work will be part-time. Community Safety Ambassadors will be paid \$25-30 per hour for doing education and outreach and \$20 per hour for required internal trainings.

About The Program

The Seattle Office of Emergency Management (OEM) is dedicated to reducing the amount of harm, preparing our citizens, and speeding recovery when a disaster strikes. This work begins by educating community members about how to protect and prepare themselves. Selected candidates will provide outreach and training as part of OEM's Community Safety Ambassador program which focuses specifically on reaching Seattle's diverse, immigrant, refugee and limited English speaking communities (including people with disabilities) to encourage emergency preparedness for an array of disasters (earthquakes, winter weather, urban flooding, etc.). Community Safety Ambassadors will receive training from Office of Emergency Management public education staff to ensure that they are up to date on emergency preparedness messages and topics.

How to Apply

- Complete the included questionnaire
- Gather any supplemental materials you feel are important (resume, cover letter etc.)
- Email the completed form and any supplemental materials to tey.thach@seattle.gov by Friday, October 30, 2020, 5:00 PM.

Top candidates will be invited for interview.

Questions?

Please contact Tey Thach at tey.thach@seattle.gov or (206)615-0287

QUESTIONNAIRE

First and Last Name: _____

E-mail Address: _____

Mail Address: _____

Phone Number: _____

1.) For each language that you speak please rate your ability level. Please indicate yes or no if you can read and write in those languages.

- A) Very good to fluent - Able to speak at a level equivalent to that of a native speaker and reflect the cultural standards of the country where the language is natively spoken.
- B) Fair to intermediate - Able to participate effectively in most formal and informal conversations but with some imperfections.
- C) Basic - Able to maintain very simple face-to-face conversations on topics you are familiar with.

Language	Rate Speaking Ability	Reading	Writing
English			
Chinese/Mandarin			
Vietnamese			
Chinese			
Arabic			
Oromo			
Tigrinya			
Amharic			
Other language?:			

2.) Please tell us about your community involvement and what makes you qualified to teach people from diverse, immigrant, refugee or limited English speaking communities.

3.) How would you reach community members or groups to get emergency preparedness education to them?

4.) What community group(s) would you work best with and what experiences do you have to help you be able to provide appropriate outreach activities and presentations to them?

5.) Please provide examples of when you have lead a group activity or done public speaking.

6.) Are you able to provide a W-9 form if selected?

- Yes
- No

7.) Please list up to three references that would know of your community involvement, leadership and public speaking ability. Please include contact type (Personal, Professional)

First and Last Name	Contact Type?	E-mail	Phone

Feel free to attach any additional information you think will help in our selection.