

# Program Manager

The Australian Sign Language Interpreters' Association (ASLIA) is the national peak organisation representing the needs and interests of Auslan<->English interpreters and Deaf Interpreters in Australia

ASLIA has been successful in receiving a grant from the National Accreditation Authority for Translators and Interpreters (NAATI) to produce a suite of Auslan resources related to interpreting and the Deaf Community

We are seeking a highly motivated individual to support ASLIA in managing this project.

In this paid role you will be responsible for liaising and communicating with clients and vendors on the coordination and execution of the Auslan translated material.

Your responsibilities will include:

- Provide project and operational leadership, including monitoring and reporting on project plans, milestones and deliverable, to ensure time, cost and quality indicators are in line with approved project plans
- Update and collate documentation and records regarding relevant issues, policies and practices to ensure the delivery of projects complies with agreed project management methodology
- Undertake basic research and analysis in assigned project areas and lead the preparation of project briefs to support informed decision making and planning
- Communicate with relevant stakeholders to provide updates regarding project status and implementation issues, including liaison with the ASLIA Executive and NAATI
- Measure Project effectiveness and communicate results to the ASLIA board and NAATI

**If this sounds like you, get in touch ASAP**

Applications close 5pm, Friday 19 April 2019

Please send your written or Auslan application and CV to [info@aslia.com.au](mailto:info@aslia.com.au)

If you have any enquiries, please contact us at [info@aslia.com.au](mailto:info@aslia.com.au)

