



Call for Interviewers: Improving Infant & Toddler Care and Development in West Marin

Seeking 3-4 Interviewers as part-time contractors for 3-4 months
Must be age 18+, bilingual (Spanish/English)
Approximately 10-15 hours per week
\$50/hr.

Summary of the Interviewers' Work

The contracted Interviewers will work as part of a team that will be planning for and conducting individual (i.e., one-on-one) interviews with adult members of 20-25 low-income West Marin Families that have children from 0 to <3 years old. Our goal is to better understand the families' aspirations for their infants and toddlers, and how the existing care and education services and systems (both informal and formal) are, and are not, supporting these goals. The families that are interviewed will largely be Latino/a/x, but several families from other racial/ethnic backgrounds will also be included.

Background

West Marin Fund is a community foundation that inspires giving and mobilizes resources to enhance the long-term wellbeing and quality of life for all in coastal West Marin, California. The Fund provides grants and training for local nonprofits and convenes key stakeholders to help identify and fund equitable solutions to challenges facing people who live, work, and visit in West Marin.

One of West Marin Fund's areas of focus is early childhood equity. Inequalities in early childhood education and care have a direct impact on the quality of life in the adult years and directly contribute to the cycle of poverty. In West Marin, a growing number of stakeholders are collaborating to level the playing field for all West Marin children, from cradle to career. In alignment with and in support of these efforts, West Marin Fund has undertaken an Early Childhood Equity Initiative that aims to support high-quality, affordable pre-school for young children from low-income families in West Marin and to increase the quality of childcare for infants and toddlers at home and in pre-school. This initiative includes a five-year project entitled "Improving Infant and Toddler Care and Development in West Marin" (the Project) that will engage diverse community members and organizations to center the voices of low-income families, identify community-driven solutions to inequities in infant and toddler care and development, and mobilize resources to put these solutions into action.

At this juncture, West Marin is seeking to temporarily contract 3-4 part-time Interviewers to support an early phase of the Project work.

Interviewer Responsibilities

- Provide input to, and participate in discussion of, the project protocols.
- Conduct interviews with family members in Spanish or English (as preferred by interviewees), at times (days, evenings, weekdays, weekends) and West Marin locations (e.g., community center, library, interviewee's home, etc.) agreed on by interviewees and interviewers.
- Follow the guidelines of the project, maintain accurate records, and discuss the fieldwork experience with West Marin Fund's Manager of Organizational Initiatives.
- Respect interviewees' confidentiality.

Interviewer Qualifications

REQUIRED

- At least 18 years of age
- Bilingual/bicultural with strong oral communication and reading skills in Spanish and English and functional writing skills in both languages
- Experience working with low-income, Latino/a/x, Spanish-speaking community members (in West Marin or elsewhere)
- Culturally responsive in working with people of diverse racial and ethnic backgrounds
- Interest in young children's care and development
- Available for part-time work on a flexible schedule
- Have reliable transportation to and within West Marin, a valid driver's license, and automobile insurance
- Have an email account, a smartphone, and proficiency in email, text messaging, calendar correspondence, and virtual meetings (e.g., Zoom, etc.)
- Reliable, punctual, organized, and highly detail-oriented
- Able to keep sensitive information confidential
- Legally authorized to work in the U.S.

PREFERRED

- At least a high school diploma or graduate equivalency diploma (GED)
- Prior or current experience living and/or working in West Marin

Time Commitment, Timeline, and Remuneration

Interviewers will be independent contractors who will be expected to work approximately 10-15 hours per week, on average, during the period September to mid-December 2023. The specific timeline and time commitment are subject to change. It is anticipated that a total of 60+ interviews will be conducted by the Interviewers during this period. The number of interviews that each conducts will depend on interviewee and interviewer availability, as well as interviewee preference (e.g., for gender of Interviewer). The interview team will also be required to meet just prior to and periodically during the data collection period.

Rate of pay for interviews and meetings with the project team: \$50/hr.

Rate of pay for transportation time: \$25/hr

Mileage reimbursement: At the federal rate (currently 65.5¢/mi., but subject to change by federal gov't.)

- * Note that no minimum number of work hours is guaranteed. * -

To Apply

- Please email a 1-2 page cover letter in Spanish or English in which you briefly describe whether and how you meet the required and preferred qualifications.
- You may optionally attach a 1-2 page résumé to accompany your cover letter.
- Send your application to jobsece@westmarinfund.org. Eligible applicants will be contacted for an interview. Applications will be accepted on a rolling basis until either the positions are filled or August 31, 2023, whichever is sooner.

If You Have Questions

If you have questions, send email to jobsece@westmarinfund.org.

For more information about our work, please visit westmarinfund.org

No phone calls, no walk-ins, no recruiters.

West Marin Fund is an equal opportunity employer committed to diversity, equity and inclusion.