



## CAREER PATHWAY

# YOUR LANGUAGE CONNECTION

**FIND OPENINGS: [yourlanguageconnection.com](http://yourlanguageconnection.com)**

### Business Description

Your Language Connection is a women-owned business with over 20 years of experience delivering expert language and translation solutions across the U.S. Our mission is simple—empower communities through language. From interpretation and localization to on-demand services, language education, and workforce ESL, we help businesses become more accessible and inclusive. With a growing team of 150+ vetted linguists, we offer personalized, high-quality service in over 350 languages, including rare dialects and ASL. We're proud to serve industries from healthcare to education, manufacturing to public service—bridging communication gaps with accuracy, cultural understanding, and heart.

### Knowledge, Skills, and Abilities Needed

Strong communication skills, cultural sensitivity, and a passion for language. Linguistic fluency in one or more languages is essential. Tech-savviness, attention to detail, and the ability to work in fast-paced environments. Must be adaptable, client-focused, and committed to maintaining confidentiality and professionalism. Experience working with diverse communities, cross-cultural awareness, and a genuine desire to help others communicate are at the heart of what makes a great fit here.

### Connect with us on Social Media!



[@\\_Your Language Connection](https://www.facebook.com/YourLanguageConnection)



[@Your.Language.Connection](https://www.instagram.com/YourLanguageConnection)



[@\\_YourLanguage Connection](https://www.linkedin.com/company/YourLanguageConnection)





YOUR LANGUAGE  
CONNECTION

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CHIEF EXECUTIVE  
OFFICER

CEO takes full ownership of business vision, growth, and performance. Skills include strategic planning, decision-making, financial oversight, and leadership. Strong communication and the ability to inspire teams are essential. A degree in business or a related field is a plus, but proven results and leadership ability matter most. Ideal for experienced leaders with a strong background in operations, strategy, and team development.



CHIEF OPERATIONS  
MANAGER

Oversees daily operations, improves systems, and supports strategic growth. Familiar with government contracting is a plus. Ideal for early to mid-career professionals with 3+ years in operations, business development, management, or related field. Must have a "builder" mindset, strong leadership, problem-solving skills, and experience with tools like Google Workspace and Coda. Part-time role with path to leadership.



LINGUIST  
RELATIONS  
COORDINATOR

Manages linguist onboarding, development, recognition, feedback to support engagement and success. Ideal for those with experience supporting freelance or contract talent, especially in language services. Background in communications, HR, or a related field a plus. Skills: strong communication, organization, and comfort w/ tools like Zoom and Google Workspace. Great for someone passionate about people, process, and language.



CONTENT &  
MARKETING  
ASSISTANT

Edit footage, create engaging YouTube promotional videos with iMovie, Canva, CapCut, Adobe Premiere. Help shape messaging strategy and generate new content ideas. Ideal candidate is creative, has basic video editing skills, strong storytelling ability, and YouTube savvy. Students or early-career professionals in communications, digital marketing, or media production are encouraged to apply; content creation experience a plus.



BUSINESS  
OPERATIONS  
ASSISTANT

Research/test AI tools to streamline operations. Identify solutions like workflow automation, transcription support, scheduling tools. Document and present findings to the team. Skills required: tech-savvy, strong research skills, clear communication, ability to learn new software quickly. Background in business or information systems preferred; ChatGPT, Notion AI, or Zapier experience a plus.

