

## **Spanish Language Substance Use Resource Guide Coordinator Individual Contractor Description 2-27-23**

The Berkshire Regional Planning Commission (BRPC) seeks a temporary independent consultant to coordinate the development of the Spanish Language Substance Use Resource Guide as part of the Pittsfield HEALing Communities Study. The study focuses on implementing community-centered strategies to reduce overdoses in Pittsfield.

In collaboration with the study, the contractor will review and consolidate existing Spanish Language resource guides and seek out services not already listed in such guides. The coordinator will ensure these listings are up to date, then prepare concise descriptions of the services/resources available.

- As the descriptions are prepared, the coordinator will collaborate with the study's graphic design team to create print and digital guides.
- When the guides are complete, the coordinator will work with the study to help distribute the publications through existing channels and with other community agencies.
- Spanish language supplements will also be made to the BOAPC [palm card](#) and [poster](#) highlighting harm reduction, treatment and recovery providers that offer strong services for Spanish speakers.
- The coordinator will also collaborate with BRPC to provide brief Spanish language supplements on the [BOAPC website](#). While this does not include a full translation of the entire website, it could include additions to certain sections such as the [Find Naloxone](#) and [Overdose Prevention](#) pages. Priorities for translation will be mutually determined by BRPC and the coordinator.

The duration will begin in March 2023 until the guide, palm card/ poster updates and website updates are complete and distribution has begun (no later than 12/31/23). Compensation is \$1800 total.

The role involves flexibility, and much of the work can be done in the evenings and weekends. That said, there may be occasional meetings or events that occur during weekday hours, including attending the study's DE&I working group meetings on alternating Fridays from 10:00-11:00 am via Zoom.

Knowledge of the existing services for Spanish speakers in Berkshire County is required, along with an understanding of the gaps in these services. The coordinator is required to be fully bilingual in English and Spanish, with prior experience developing written translations and an understanding of the cultural references and linguistic nuances of Spanish speakers in Berkshire County.

If you have questions or would like to apply, please submit a brief paragraph or two on why you are interested in the role and your background/ experience to Andy Ottoson at [aottoson@berkshireplanning.org](mailto:aottoson@berkshireplanning.org). Please also submit a resume or similar description of your experience preparing Spanish translations, as well as a work sample. No phone calls or in-person visits, please.