

Spanish Language Support Specialist

Contract Position

We are looking for a Spanish Language Support Specialist to join our growing team at Project Success. Project Success is a youth development nonprofit organization that helps students connect to their purpose. We work with more than 17,000 6th-12th grade students and their families annually and have more than 225,000 alumni around the world. Learn more at projectsuccess.org.

The Spanish Language Support Specialist works directly with students participating in [Project Success Institute Certificates programming](#), providing real-time Spanish language support so students can fully participate and engage in programming.

We are looking for someone who is fluent in both Spanish and English and has previous experience working directly with young people. The ideal candidate is comfortable building relationships with students and can recognize when a student may need language support and step in without disrupting their experience. They should be comfortable interpreting conversations and instructions in real time while helping students feel included, supported, and confident participating in programming.

Contract Responsibilities

Student Support

- Provide real-time Spanish language support to students during [Project Success's Bike Tech Certificate](#) program
- Help Spanish-speaking students understand instructions, activities, discussions, and other program content so they can fully participate
- Welcome students, build positive relationships, and create an environment where students feel comfortable engaging in programming
- Support students during programming by answering questions, providing clarification, and helping them navigate questions
- Work with the Program Manager – Certificates to identify and respond to student language needs
- Support the communication and implementation of safety protocols
- Support student feedback and evaluation practices
- Escalate any student behavior issues to the Program Manager – Certificates to ensure safety and respect to students, staff, volunteers, and contractors

Ideal Candidate Attributes

- High school degree or GED required
- 1+ years of experience working directly with young people in an education, youth development, after-school, or similar setting
- Fluent in Spanish and English, with the ability to interpret instructions and conversations in real time
- Experience working with young people from a variety of backgrounds
- Comfortable engaging with students, building relationships, starting conversations, and creating a welcoming and inclusive environment

- Strong communication and interpersonal skills, with the ability to communicate effectively with students and staff
- Strong problem-solving skills, with the ability to adapt to changing student and program needs
- Self-motivated, dependable, and able to take initiative while working within clear program expectations
- A commitment to the [Mission, Vision, and Values](#) of Project Success
- Must be able to pass a background check

Position Details

This is an independent contractor position supporting Monday evening [Bike Tech Certificate classes](#) at Project Success. Our Certificate classes help students build critical life and career skills that enrich their independence and cultivate creativity and curiosity. The Spanish Language Support Specialist will work alongside our program staff to help Spanish-speaking students fully participate.

- Location: Project Success building (1 Groveland Terrace, Minneapolis, MN 55403)
- Schedule: Monday evenings from 4:00 – 6:45 PM
 - Bike Tech Lab: 10/5, 10/12, 10/19, 10/26, 11/2, 11/9 (6 sessions)
- Compensation: \$25 per hour

There is an opportunity to renew contracts for each of our program trimesters:

Fall Semester

Bike Tech Lab: 10/5, 10/12, 10/19, 10/26, 11/2, 11/9 (6 sessions)

Winter Semester

January 11, 2026 – March 25, 2026 (*No class – March 10*)

Spring Semester

April 12, 2026 – June 10, 2026

To Apply

Please email the following to apply@projectsuccess.org with a subject line including the name of the position, addressed to the Senior Program Manager – Institute, Emily Vang:

- Resume
- Tell us why you are interested in this position, including any relevant experiences
- References
- Where you heard about us and/or found the job posting

To learn more, visit: <https://www.projectsuccess.org/join-our-team/>

Project Success is dedicated to building a diverse and inclusive team. We strongly encourage candidates from a wide variety of backgrounds and experience levels to apply!