

## **Translation Assistant (Contractor)**

We are seeking to fill multiple part-time Translation Assistant positions. This position requires a one-year contract, involving approximately 20 hours of translation work per quarter (four total), centering on business workshops which will be held on select dates over the months of January to the end of November, 2015. The selected candidate would need to be available for an in-person first and second interview and to begin outreach activities in January, 2015.

We are a small non-profit agency located near the intersection of Rainier and Jackson in Seattle, just east of the International District, with this position stationed at the Burien Community Center. It is our mission to help refugees, asylees, and low-income individuals in HUD-designated areas to become self-sufficient in their everyday lives. We work only with adults, and the majority of our clients are from Somalia, Ethiopia, Eritrea, Afghanistan, Burma, and Iraq. Since most individuals speak English as a second language, our curriculum is tailored toward simple Business English. Knowledge of entrepreneurship, business-planning, and basic accounting is a plus for the Translator position.

Translation activities will include: one-on-one and in-class group translation activities, phone calls, interpretation, and working with case managers and business specialists to convey program concepts. The Translation Assistant is expected to assist the Business Instructors, agency staff, and Outreach Specialists in enrolling clients and attending to their questions in a precise and immediate fashion. Working knowledge of one of the languages identified in the "Qualifications" section is essential. Classes contain a minimum of 7 and a maximum of 12 participants, so it is expected that translators have public speaking skills that allow them to address medium-sized to large groups and command the same attention as the Business Instructors they will be working with.

### **Qualifications:**

- The ability to commit to a part-time position.
- One year of experience in a non-profit or public school setting as a translator.
- Plenty of physical, emotional, and mental energy.
- Be responsible with routines: arrive on time, call in sick only when absolutely essential, etc.
- Our students may have spent several months and/or years without jobs, so it is important that contractors model an appropriate work ethic.
- A Washington State Driver's license and regular access to a working vehicle.
- AA or BA/BS in a subject such as Business, English language, or Education highly desirable, but not required. May substitute overseas equivalent degree with one additional year of translation work experience.
- DSHS translation certification highly desirable.
- Native language ability in one of the following languages required: Amharic, Arabic, Tigrinya, Burmese, Dari, Pashto, Somali, Swahili, French, Spanish.

Pay: DOE. Paid as an independent contractor position.

To apply, please send an email to the address listed. In the body of your email, address the following:

1. Why you feel this position is right for you.
2. Whether or not you are able to seriously commit to a part-time job.
3. What non-profit or outreach experience you have.
4. What, if any, experience you have working with refugees.

Please include your resume with your response, either in the body of the email or attached as a separate document is fine.

Inquiries and resumes will be accepted until 11:59pm on Friday, December 19<sup>th</sup>, 2014. All candidates submitting resumes and inquiring emails that pique our interest will be contacted via a return email and scheduled for an in-person first interview. Candidates who are selected to move on will then be scheduled for a second in-person interview. The selected candidate must be available to begin teaching on March 7<sup>th</sup>, 2015 and additional dates throughout the year, ending on November 30<sup>th</sup>, 2015. These dates are not flexible and no telephone or Skype-style interviews will be given.