

Position Description

Title: Freelance Translator/Copy Editor – Spanish

Reports To: Translation Manager

Work Brief:

We are seeking a skilled and detail-oriented Freelance Spanish Translator/Copy Editor to provide high-quality translation, copy-editing, proofreading, and review services from English to Spanish. The contractor will work remotely and deliver accurate, culturally appropriate materials within agreed-upon deadlines.

Each project will be contract-based, with the scope of work, deliverables, deadlines, and compensation agreed upon by WSO and the contractor before work begins. Given the specialized nature of the content, familiarity with Al-Anon is essential to ensure accurate and effective translation and copy-editing of materials. This work will be completed off-site; however, effective remote collaboration is required with the WSO Translation Manager and other involved Staff members from the Translation Department. Given the specialized nature of the content, familiarity with Al-Anon is essential to ensure accurate and effective translation or copy-editing. Accordingly, candidates must have Al-Anon membership and service experience.

The selected contractor will support the World Service Office of Al-Anon Family Groups by translating, proofreading, reviewing, and editing a variety of written materials, including service materials, executive reports, literature, website content, periodicals, and other materials as assigned. The contractor will apply established Spanish grammar and style standards and ensure translations accurately reflect the meaning, tone, and intent of the source material. As needed, content will be adapted for cultural and linguistic appropriateness while maintaining Al-Anon terminology, linguistic practices, and organizational preferences.

Specific Tasks:

- Translate, review, copy-edit, and proofread Al-Anon new and revised documents from English to Spanish materials in accordance with established and evolving Spanish-language style, grammar, terminology, and organizational standards, including:
 - Periodicals such as *Al-Anon y Alateen en acción* and *Al-Anon Faces Alcoholism*
 - The Al-Anon Spanish website and other digital materials
 - Al-Anon Recovery and service material such as books, pamphlets, guidelines, *Service Manual*, World Service Conference reports, Annual Reports, and other presentations.

Requirements:

- Minimum of five years of continuous Al-Anon membership; Al-Anon service position experience preferred
- Professional fluency in written and spoken Spanish and English, with native or near-native proficiency in Spanish and ability to write and communicate effectively in English and Spanish in a business environment.
- Strong cultural competency and sensitivity, with the ability to adapt language appropriately for diverse Spanish-speaking audiences
- Proven translating, editing (sentence structure, voice, etc.) and proofing (grammar and spelling) skills in accordance with evolving Spanish style and grammar standards.
- Attention to detail, good organizational and problem-solving skills and ability to prioritize and manage multiple projects independently while consistently meeting established deadlines.
- Advanced Microsoft skills (Word, Excel, PowerPoint and Outlook), including Track changes, document comparison, styles, comments, and collaborative review.
- Experience using SDL Trados Studio translation software and access to DeepL Pro are a plus.
- Proficiency in Spanish is a plus.
- Ability to consistently follow WSO-specific glossaries, style guides, terminology standards, and translation instructions.
- Maintain strict confidentiality of all WSO information, documents, unpublished materials, and other content provided in connection with contracted assignments.

Professional experience:

- Translation work experience required Professional translation experience required.
- Minimum of two years of professional translating, copy-editing and/or proofreading experience with written materials such as books, periodicals, reports, correspondence, or similar publications
- Experience in journalism, publishing, communications, or a related field is a plus.

Education:

- Associate degree in Spanish, translation, journalism, language arts, communications, or a related field preferred; equivalent relevant professional experience will also be considered.

Physical Demands:

Work primarily requires the use of a computer and digital documents and systems.

Work Environment / Computer Hardware / Software Requirements:

The contractor is responsible for maintaining an appropriate remote work environment and providing the equipment, internet access, and other resources necessary to perform contracted services, except for materials or access specifically provided by WSO. The contractor must provide reliable high-speed internet access and computer hardware capable of supporting Microsoft 365

and other systems necessary to complete assignments. Access to translation tools such as SDL Trados Studio or DeepL Pro is preferred, but not required, unless specified for a particular project. Unless otherwise agreed in writing, any optional software or equipment obtained by the contractor will be at the contractor's expense.

Point of Contact:

Anyone interested in being considered for contract opportunity or requesting additional information should contact Michelle Jean, Human Resource Manager, Al Anon Family Group Headquarters Inc. at HumanRes@al-anon.org.