

POSITION DESCRIPTION

Title: Translator (Spanish)

Reports to: Translation Project Coordinator

Grade Level: 6

Job Brief:

Supports the World Service Office (WSO) of Al-Anon Family Groups in serving members and potential members who native language is different than English. The primary focus of the position is to provide English to Spanish translations of Al-Anon literature, service materials, periodicals, web pages, social media content, and correspondence. Translation work is mainly performed alone, however team work is required during the translation processes as written materials are turned into products for the fellowship.

This is an on-site position (not remote) and candidates outside the area must be willing to relocate to Virginia Beach, Virginia.

Specific Duties & Responsibilities:

- Revises and updates the WSO Spanish translations of service material
- Translates new service material and WSO correspondence
- Proofreads Spanish translations and finalizes manuscripts
- Tracks Spanish translations projects from approval to distribution
- Maintains current reprint and printing arrangement files
- Coordinates manuscript's review of Spanish translations
- Works with the Translation Project Coordinator to ensure timely Spanish translations and updates
- May be called upon to provide interpretation assistance for an English-speaking staff member who needs to communicate verbally with a Spanish-speaking caller
- Participates fully in implementation of departmental activities
- Other duties that may evolve

Requirements:

- Minimum of 3 years of professional translation experience in a literary or educational setting
- Fluent language skills in Spanish (first language or equivalency) and English
- Must demonstrate excellent written and verbal communication skills in both Spanish and English languages
- Strong cultural competencies and sensitivity
- Must be proficient in Microsoft Office
- Must be team oriented and self-motivated

Education and/or Experience:

An Associate Degree or above in a related field with three to four years' experience as a professional translator and/or training in a professional environment; or equivalent combination of education and experience.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to express or exchange ideas by means of the spoken word. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Work Location:

This job is located at the Al-Anon Family Group Headquarters' World Service Office in Virginia Beach, VA. Remote location will not be considered for this position.

Point of Contact to Apply:

Please contact Bill Piersol, the Human Resources Manager, if you would like to apply or if you have any questions about this position. Resumes and a cover letter can be emailed to him at bpiersol@al-anon.org. He can be reached by telephone at 757-689-4080.