



## **JOB TITLE: Part-time Translator and/or Interpreter**

**Languages Needed: Spanish, Vietnamese, Chinese (Simplified and Traditional), Korean, Arabic, Hmong, Punjabi**

**On-Call, As Needed**

The California Association for Bilingual Education (CABE) is a non-profit organization dedicated to promoting biliteracy and quality educational experiences for all students in California, with a focus on English Learners in school settings. CABE works with organizations and partners statewide advocating for academic success and equity for students and their families with diverse cultural, racial, and linguistic backgrounds.

### **POSITION DESCRIPTION**

CABE's Multilingual Language Solutions Team is seeking talented individuals to work on-call as needed providing translation and/or interpretation services of written and/or oral communications in designated second language or languages in a variety of settings. Languages needed include: Spanish, Vietnamese, Chinese (Simplified and Traditional), Korean, Arabic, Hmong, Punjabi.

The Part-time Translator and/or Interpreter will convert written/oral material from the source language to the target language, making sure that the translated/interpreted version conveys the meaning of the original as clearly as possible while being sensitive to the culture of the original languages and the target languages during the translation/interpretation process.

### **ESSENTIAL JOB DUTIES**

#### **CABE Vision**

- Actively support CABE's vision of biliteracy, multicultural competency, and educational equity for all, and the implementation of the CABE Strategic Plan.

#### **Tasks and Duties**

- Provide translation and/or interpretation services for school districts, programs, meetings, interviews, and telephone calls in one-to-one and group settings
- Facilitate effective communication in school settings for families, parents and students who are learning English and are fluent in another language
- Coordinate and communicate closely with CABE's Multilingual Language Solutions Team
- Be familiar with the different translation and interpretation devices and tools

- available and have access to a computer with audio/video capabilities
- Maintain translation/interpretation services log for data collection purposes
  - Act as a cultural liaison for families and school personnel that are being served through translation and interpretation services
  - Translate and interpret both educational legal terminology and colloquial language in culturally appropriate registers
  - Prepare translations of instructional and educational materials, correspondence, and forms from one language to another
  - Review, edit and proofread translated material for accuracy, content readability, grammar, and syntax to accurately reflect language
  - Create a new text in the target language that reproduces the content and style of the original
  - Receive and submit assignments electronically
  - Provide interpretation at educational settings such as: parent-teacher conferences, workshops, orientations. via: In person, Zoom, video, phone calls
  - Respond to inquiries from staff, parents, teachers, administrators, and the general public; interpret and explain words and phrases for meaning and appropriateness
  - Read aloud documents in a language other than that in which they were written
  - Attend conferences and meetings and act as official translator/interpreter to mediate discussion

#### **JOB REQUIREMENTS**

- Excellent proofreading skills with the ability to identify grammar, spelling and punctuation errors
- Deep knowledge of computer-assisted systems and applications for translation/interpretation and use appropriately
- Experience in working in direct contact with customers as well as in an office environment
- Ability to work and multi-task in a fast-paced environment
- Knowledge and experience with Microsoft Office, Google Docs, Adobe, Zoom, other online platforms, and/or other computer applications
- Experience with time management while working within a timeline for task completion
- Ability to exercise sound judgment, interpret and communicate policies and procedure, model norms of behavior that reflect high expectations
- Able to travel to various schools, districts, and conference/event locations
- Ability to work a flexible, on-call schedule inclusive of some weekends
- Physical abilities including standing and sitting for extended periods, speaking/hearing, near and far visual acuity, normal field of vision, pushing/pulling, lifting, reaching, carrying, fine manual dexterity

#### **PREFERRED ADVANCED QUALIFICATIONS**

- Educational Experience
  - Bachelor's degree in language being translated/interpreted; or
  - Associate degree in translation/interpretation from a college or university; or

- Completion of a translation/interpretation certificate program through other approved translation/interpretation training program
- Prior translation and interpretation experience (minimum of 2 years)
- Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying

#### **INTERPERSONAL SKILLS**

- Ability to work and communicate with individuals and/or diverse groups; maintaining confidentiality; and possessing sound emotional judgment
- Ability to work independently, interdependently, and collaboratively with a variety of individuals and groups
- Flexibility to work with others in a variety of circumstances
- Independent problem solving is required to analyze issues and create action plans
- Compassionate listener, friendly attitude, and work well under pressure
- Continue to develop and strengthen CABA's professional profile and customer service

#### **COMPENSATION**

- Part-time, On-call as needed
- Written Translation: \$0.17/per word of the original source document
- Oral Interpretation: \$25/per hour

#### **APPLICATION**

- Complete the CABA Job Application at <https://fs3.formsite.com/cabeforms/form155/index.html>
- Applications must include a Resume, Letter of Introduction and Intent, and three letters of reference
- Deadline: **January 29, 2021**