



Translating for Humanity

Translators without Borders Job Description
European Refugee Response (ERR) Intern
Words of Relief European Refugee Response

Translators without Borders provides people access to vital knowledge in their language through translation, training of translators, best use of technology, and building translation capacity in underserved languages.

Contract length: 4/6 months
Hours: Full time, flexible working hours
Location: Athens
Travel: Occasionally in Greece
Application deadline: 31 January 2017

To apply, send your CV and a cover letter to jobshelp@translatorswithoutborders.org, specifying the vacancy title in the subject line.

Due to the urgency of the vacancy, screening and interviews will commence immediately and the candidate can be selected at any stage before the closing date.

Translators without Borders, a US 501(c) 3 non-profit with an operations center in Kenya, was founded in 1993 to provide volunteer translations to non-profit organizations. In 2010, the organization started a virtual platform to better coordinate these resources. In the last five years, we have translated over 40 million words of life-saving and life-changing content in over 190 language pairs. Our activations around the Ebola crisis, the earthquake in Nepal, and the European refugee crisis have won widespread praise from the international community.

Background

TWB started responding to the European Refugee Crisis in October 2015 and has run two consecutive projects as a member of the Start network since that time. To date we have provided translations to partners working in the response, trained partner staff, professional and aspiring translators and interpreters, set up the translators and interpreters working group and established a humanitarian

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interpreter roster. In October 2016 TWB started a new project under a Dfid funded consortium for information gathering and dissemination. The project will run until mid-September 2017.

The Role

The ERR Intern will work closely with ERR Project Manager and the wider ERR project team. He/She will be responsible for increasing the visibility of TWB's work in Greece through communication and advocacy activities, as well as project management and logistics support.

Responsibilities

- Implement designated activities from the ERR communications plan in Greece at the external and internal levels; liaising as needed with the overall TWB communications team on original content creations, key messaging, campaigns etc
- Design awareness and information products, and all needed communications tools, or liaise with designers for their production.
- Support TWB communications, including writing blogs, articles, stories, interviews etc. And sharing these with the TWB communications team for possible wider use
- Create photos and videos, autonomously or with service providers and create and maintain an image database
- Occasional representation of TWB at meetings in Greece.
- Support in advocacy campaigns and/or events
- Support in organizing TWB team coordination visits to Greece.
- Suggest and organize events to promote TWB activities
- Support the logistics of the ground activities: organization of trainings, national working group, field visits, roster etc

Qualifications

The ERR Intern should be enthusiastic about the importance of increasing access to knowledge through language, agree with the TWB mission and values in order to promote the organization. The right candidate is an energetic team player who agrees with TWB's basic beliefs and values and who can work virtually with team members based throughout the world. He or she can easily multitask, take initiative and suggest ideas out-of-the-box. Other desirable qualities are:

- Able to innovate to find creative solutions; willing to explore new technologies
- Resourceful, creative, multi-tasker
- Have previous experience in communications (internships and volunteering are considered valid experiences)
- Previous experience with non-profit organizations, particularly in development and/or disaster relief, is a plus

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- Strong writing skills in both Greek and English.

Requirements

- Excellent working knowledge of English and Greek.
- Previous communications experience (internships, volunteering, personal project...)
- Demonstrated writing experience
- Knowledge of Indesign, Illustrator, Photoshop are a plus
- Ability to create photos and videos autonomously are a plus

Work conditions:

This is an internship post

400 USD stipend per month

Office based in Athens, Greece

Flexibility in working hours

Plane ticket, insurance, housing cannot be paid by TWB

Core Values

Translators without Borders employees and volunteers are people who believe passionately about the value of this work and take personal responsibility for achieving the mission. The Translators without Borders mission and organizational spirit embody the core values established in its strategic framework:

Excellence: As the leading voice for communicating humanitarian information in the right language, Translators without Borders is a leader in the translation industry and in the non-profit sector.

Integrity: Translators without Borders believes that every person, whether it's the people who we serve, our volunteers or our staff, has value, deserves respect and has inherent dignity.

Empowerment: Translators without Borders believes in using language to empower people around the world to control their own development and destiny.

Innovation: Translators without Borders recognizes and celebrates the power of innovation to address humanitarian and crisis issues around the world.

Sustainability: Translators without Borders recognizes that meeting our mission necessitates establishment and maintenance of a solid financial and organizational infrastructure.

Tolerance: Our staff and volunteers are highly knowledgeable and skilled; value each other, our partner and our recipients; create a supportive work environment; and, conduct themselves professionally at all times.

For more information and to volunteer or donate, please visit <http://www.translatorswithoutborders.org> or follow us on [Twitter](#).

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