



Translating for Humanity

Translators without Borders Job Description ERR Arabic Intern - Words of Relief European Refugee Response

The mission of Translators without Borders is to provide 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: up to 3 months

Hours: Flexible

Location: Home-based

Travel: No

Work conditions: Internship, 400 USD stipend per month according to experience/university background

Deadline: 6 March 2017

To apply, please email your CV and cover letter to jobshelp@translatorswithoutborders.org with the job title in the email subject. Due to the urgency of the position, applications will be considered on a rolling basis and the successful candidate is expected to start ASAP.

Translators without Borders (TWB), a US 501(c) 3 non-profit with a translator training center in Kenya, was founded in 1993 to provide translations to non-profit organizations. In 2010, the organization started a virtual platform to better coordinate these resources. Our vision is a world in which information knows no barriers. We do this by providing life-saving information in languages and formats that people can access. In the last five years, we have translated over 40 million words of life-saving and life-changing content in nearly 190 language pairs. Our latest activations for the European Refugees, the Ebola crisis and Nepal earthquake have won widespread praise from the international community.

Background

TWB started to respond 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 translation to partners working in the response, trained partner staff, professional and aspiring translators and interpreters, set up the translators and

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interpreters working group and started a humanitarian interpreter roster. In October 2016 TWB has started a new project under a DfID funded consortium for Information gathering and Dissemination. The project will run for until mid-September.

The Role

The ERR Arabic Intern will work closely with ERR Project Manager Translation and wider ERR project team. S/he will be supporting the Arabic Rapid Response Translation (RRT) team on a daily basis and generally supporting the wider translation team as needed.

Responsibilities

- Support with Arabic translations on Workspace, Translation Server and RRT (quality and turnaround)
- Support with recruitment of Arabic translators or interpreters as needed (screening applicants, sending welcome emails, sharing the RRT orientation and volunteer guidelines etc.)
- Test applicant Arabic translators and interpreters to ensure quality applicants are selected
- Support translators to become a part of the global TWB translation platform
- Produce monthly report
- Represent TWB as needed

Please note that these roles and responsibilities are approximate and may change over time.

Qualifications

The ERR Arabic Intern should be enthusiastic about the importance of increasing access to knowledge through language, agree with TWB missions 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 multi task, take initiative and suggest ideas out of the box.

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

Requirements

- Excellent working knowledge of Arabic and English
- Previous translation experience (internships, volunteering, education etc.)

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- Demonstrated writing experience
- Knowledge of CAT tools a plus

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. 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.

Organizational Background

Translators without Borders envisions a world where knowledge knows no language barriers. The US-based nonprofit provides people access to vital knowledge in their language by connecting nonprofit organizations with a professional community of volunteer translators, building local language translation capacity, and raising awareness of language barriers. Originally founded in 1993 in France as Traducteurs sans Frontières (now its sister organization), Translators without Borders translates millions of words per year, provides rapid response teams for crises and trains community and professional translators in places where translation is not well established. For more information and to volunteer or donate, please visit:

<http://www.translatorswithoutborders.org> or follow on Twitter at <http://www.twitter.com/TranslatorsWB>.