



Translating for Humanity

Translators without Borders Job Description Crisis Response Intern - Words of Relief Programme

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: 3 months (renewable)

Hours: Full time

Job Type: Internship (USD 400 stipend per month)

Location: Home based

Travel: Minor

Application deadline: Due to the urgency of the position, applications will be considered on a rolling basis and the successful candidate is expected to start ASAP.

To apply, please email your CV and cover letter to jobshelp@translatorswithoutborders.org with the job title in the email subject.

Translators without Borders envisions a world where knowledge knows no language barriers. The US-based non-profit provides people access to vital knowledge in their language by connecting non-profit organizations with a professional community of volunteer translators, building local language translation capacity, and raising awareness of language barriers. In 2011, the organization started a virtual platform to better coordinate these resources. In the last five years, we have translated more than 40 million words of life-saving and life-changing content in over 190 languages. Our latest activations around the European refugee response, Ebola crisis and Nepal earthquake have won widespread praise from the international community.

Background

In 2013, TWB received funding to build the first-ever crisis relief translation network, entitled Words of Relief. The only service of its kind, Words of Relief (WoR) bridges existing language gaps to 1) facilitate two-way communication between humanitarian aid providers and crisis-affected populations, 2) improve access to life-saving information for these populations, and 3) increase the effectiveness of humanitarian

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response. Using a combination of human and technological resources and working in partnership with content and dissemination partners, WoR makes vital language support available immediately after sudden-onset crises and throughout protracted responses. Foundational support from the Humanitarian Innovation Fund and funding from a range of donors for specific crises, particularly the Ebola epidemic and European refugee response, has enabled Words of Relief to grow in recent years to become a substantial part of TWB's work. Now the Humanitarian Innovation Fund is supporting a global scale-up of crisis response capacity through the WoR program.

The Role

Translators without Borders has received an "Accelerating the Journey to Scale" grant from the Humanitarian Innovation Fund to help TWB make Words of Relief an integral part of the humanitarian toolbox. The Crisis Response Intern will work closely with the Crisis Response Program Manager and the wider Crisis Response team. S/he will be supporting the team on a daily basis, with a focus on managing TWB's engagement with our community of volunteer translators during emergency responses.

Responsibilities

- Support with recruitment of translators or interpreters as needed (identifying potential volunteers, sending welcome emails, sharing orientation and volunteer guidelines etc.)
- Enhance translation quality and turnaround through process support on TWB's internal translation server and through rapid-response translation teams (RRTs)
- Act as TWB's interface with the community of translators working in RRTs
- Support translators to become a part of the global TWB translation platform
- Support the Crisis Response team with routine project management as needed
- Produce reports, communication material, etc. as required
- Provide logistics and administrative support as necessary

Qualifications

The Crisis Response Intern should be enthusiastic about the importance of increasing access to knowledge through language and 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 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)
- Very organized and autonomous
- Previous experience with non-profit organizations, particularly in development and/or humanitarian action, a plus
- Strong writing skills

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Requirements

- Excellent working English; proficiency in another UN language would be a plus
- Previous translation experience (internships, volunteering, education, etc.)
- 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.

For more information, please visit our [website](http://www.translatorswithoutborders.org) or follow us on [Twitter](https://twitter.com/TranslatorsWB).

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