

JOB TITLE: Translation Services Assistant

POSITION VISION AND SUMMARY:

To provide Spanish translation support for the Habitat for Humanity of Monroe County program.

The Translation Services Assistant will assist the Homeowner Services Department in communications with Spanish-speaking future homeowners, applicants, visitors, and stakeholders of Habitat for Humanity of Monroe County. Key aspects of the position include in-person interpretation, document translation, and translation support during phone and video conference calls. This position reports directly to the Homeowner Services Manager.

The Translation Services Assistant is a part-time, hourly, non-exempt position working a minimum of 10 hours per week, Tuesday through Saturday.

DUTIES AND RESPONSIBILITIES:

- Serve as a verbal interpreter during in-person meetings and phone/video conferences with Spanish-speaking homeowners and affiliate visitors
- Assist in the implementation of culturally-sensitive homeowner educational programs; provide translation services during homeownership classes
- Translate organizational documents from English to Spanish and Spanish to English, including but not limited to: letters, emails, marketing materials, homeowner information packets, and other documents as assigned
- Assist office staff with walk-in appointments and telephone communications
- Proofread existing translations and provide feedback

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal and written communication skills in English and Spanish
- Ability to effectively collaborate and communicate with a broad range of people from diverse cultures and backgrounds in English and Spanish
- Proficiency in Microsoft Office applications (Word, Excel, and PowerPoint)
- Exceptional organizational and interpersonal skills
- Knowledge of technical construction and banking terminology in both English and Spanish
- Ability to prioritize and work independently
- Effective public speaking skills and ability to facilitate small and large groups

MINIMUM REQUIREMENTS:

- Fluency in Spanish and English, with demonstrated ability to interpret and translate verbal and written communications
- Preferred experience working with diverse populations in a not-for-profit organization or human services agency
- Occasional availability on evenings and weekends for homeownership classes, orientations, and events
- Must be able to pass a background check

ABOUT HABITAT FOR HUMANITY OF MONROE COUNTY

Habitat for Humanity of Monroe County is a nonprofit housing organization dedicated to building simple, decent, affordable homes in partnership with those in need in Monroe County. More than 20 percent of Monroe County residents live in poverty, the highest percentage in Indiana. Since 1988, our affiliate has been able to house nearly 700 people, including almost 400 children. For more information, visit www.monroecountyhabitat.org.

OUR ORGANIZATIONAL MISSION AND VISION

Our mission is to eliminate poverty housing by building decent, affordable homes in partnership with qualifying families. Our vision at Habitat has always been the same—***a world where everyone has a decent place to live.***

It should be understood that mutual respect, willingness to work together as a team and ongoing communication between staff persons and key volunteers is essential to the success of Habitat.