



JOB ANNOUNCEMENT
Position Closes Nov 30, 2021

Position: **Lead Spanish Language Interpreter/Translator Specialist**
Status/Hours: Part-time; hourly; non-exempt; 18-20 hours per week
Location: Remote work- occasional travel once travel resumes

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing over 1,000 advocates, organizations and allied groups. With offices in Sacramento, the Partnership's diverse membership spans the entire state. Through our public policy, communications and capacity-building efforts, we align prevention and intervention strategies to advance social change.

Position Summary: Under the supervision of the Membership and Events Manager, the lead Spanish Language Interpreter/Translators informs the strategic implementation of language justice in all of the Partnership's work. This includes updating our language access plan and guiding implementation with all departments in the organization. They lead the procurement of outside translation/interpretation as needed. They ensure consistent use of DV specific language throughout all Spanish language materials.

Work together with other staff and consulting interpreters/translators to provide translation of written materials including checking translations of technical terms and terminology to ensure that they are culturally accurate and remain consistent throughout translation revisions, proofreading and editing translated documents, conduct focus groups and

Serves as interpreter at webinars, conferences, meetings, and trainings, providing consecutive or simultaneous translation between English and Spanish. This will include reviewing briefing or preparation through reading and study on subject to be discussed prior to interpreting session and following ethical codes that protect the confidentiality of information.

MINIMUM/DESIRED QUALIFICATIONS:

Education and Experience:

- Certification from the American Translators Association or other certifying body required
- At least 1 year professional translation and simultaneous interpretation experience

Knowledge, Skills and Abilities Required

- Fluency in both written and verbal English and Spanish
- Experience with planning language justice strategies
- Experience in the Domestic Violence field is strongly desired but not required
- Knowledge of the structure and content of the English and Spanish language including the meaning and spelling of words, rules of composition, grammar and pronunciation
- Excellent written and oral comprehension and expression skills, including speech clarity

- Demonstrated understanding of and commitment to issues of cultural diversity as they apply to domestic violence and an ability and willingness to work with people from a variety of backgrounds and experiences
- Excellent problem-solving skills and the ability to facilitate critical thinking processes. Ability to manage competing demands, adjust priorities as needed, and change approach or method to best fit the situation.
- Commitment to the Partnership's Mission and Theory of Change
- Proficiency in word processing, spreadsheet, presentational and internet applications, including Microsoft Office Programs

Physical Requirements (not limited to the following):

- a) Physical ability to perform essential functions with or without reasonable accommodation
- b) Must have the ability to sit for extended periods of time
- c) Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal
- d) To see and read a computer screen and printed material with or without vision aids
- e) Hear and understand speech at normal levels and on the telephone
- f) Speak in audible tones so that others may understand clearly
- g) Ability to understand and follow oral and written instructions

Hourly Rate Range: \$37.18

Benefits: Health, vision & dental insurance; paid vacation & sick leave

INTERESTED APPLICANTS SHOULD SUBMIT COVER LETTER & RÉSUMÉ (COMBINED IN ONE PDF) DEMONSTRATING QUALIFICATIONS BY NOVEMBER 30, 2021 TO: jobs@cpedv.org WITH THE SUBJECT LINE "LEAD SPANISH LANGUAGE SPECIALIST"

The Partnership is an equal opportunity employer and provider. Women, people of color, survivors, people with disabilities, and persons who are LGBTQ are encouraged to apply.