



ROLE PROFILE FOR TRANSLATOR

Overview of Role

As a Translator in the Translation Team, you will be contributing to a variety of projects with your advanced knowledge in English and your Native language, from translating language in policies, procedures, and guidelines to supporting in occasions with interpreting online webinars and meetings to our non-native English-speaking Members.

You will support CISV's internal communication efforts with your knowledge. You will be responsible for supporting Committees, Strategic Project Teams, Working Groups, the Governing Board, and International Office Staff with ensuring approved documents can be accessible in other languages. Your contributions will help deliver on our mission while supporting our volunteers in clearly understanding our official documents and content.

Key Responsibilities and Tasks

Collaboration with teams

Work collaboratively with other teams to understand intent, translate, and validate content in our official documents such as policies, procedures, and guidelines.

Translation

Translate our official documents in different languages to ensure that the content of our official documents is maintained and articulated professionally in other languages.

Language interpretation

Support in special events such as townhalls, general meetings, and other key online activities with live language interpretation from English to your mother tongue and vice-versa.

Working Relationships

The Content Team will work primarily independently and asynchronously. Members of this team will work directly with, receive advice and mentorship from the International Communications Lead; and will be assigned work on a project-base to different areas of CISV International depending on their availability, interest, and expertise.

Key Competencies

Awareness:

- Understanding of the complexities of communicating in English as a second language
- Awareness of cultural nuances and differences in language usage

Attitude:

- High attention to detail with the desire to produce accurate and high-quality translations
- Self-starting individual who can problem solve and take initiative
- Team player who enjoys collaborating with others

Skills:

- Ability to build positive relationships with multiple different stakeholders
- Excellent vocabulary and solid understanding of grammar in both languages
- Fluent in Microsoft Office and other writing and translation software and tools.

Knowledge of:

- Advanced English knowledge
- Advanced knowledge in an additional language
- Familiarity with translation techniques and best practices
- Be informed on our programmes and basic understanding of CISV's peace education approach as detailed in documents like Looking Good, Big Ed or The Passport