



DORCAS INTERNATIONAL

INSTITUTE OF RHODE ISLAND

Translation Assistant Internship Description

Job Title: Translation Assistant

Brief Job Summary:

iiTranslates is a social venture enterprise housed within Dorcas International Institute of Rhode Island (DIIRI). The Translation Assistant will report to the Translation Project Specialist. The assistant will help translate minor documents before they are sent out for proofreading. Depending on how the assistant does, they might learn to help walk-in clients fill out the In-take form, scan the documents to be translated and send information to translator.

Key Duties and Responsibilities:

- Translate minor documents, i.e. birth certificates, powers of attorney, transcripts, diplomas, etc. into English under the supervision of the Translation Project Specialist.
- Help organize translation projects.
- Administrative help: filing translations, pulling up old projects, following up with clients
- Might work with walk-in clients to set up translation project (filling out in-take form, scanning documents, sending docs out to translators)

Skills and Qualifications:

- Fluent in English and Spanish
- Knowledge of another language is a plus
- Knowledge of legal terminology is a plus
- Translation experience is a plus

Training: On-site training and an agency orientation will be provided.

To Apply:

Please contact Brandon Lozeau, Community Relations Manager, at 401-784-8649 or brandonlozeau@diiri.org. Applicants should take note that a BCI check will be conducted prior to interview. However, BCI results may not necessarily disqualify candidates from this opportunity. All internship work occurs Monday through Friday between 9:00am and 5:00pm, unless arranged otherwise with a supervisor.