



JOB TITLE: Multilingual Language Solutions Full-time Translator and Interpreter

Language needed: Spanish

The California Association for Bilingual Education (CABE) is a non-profit organization dedicated to promoting biliteracy and quality educational experiences for all students in California, with a focus on English Learners in school settings. CABE works with organizations and partners statewide advocating for academic success and equity for students and their families with diverse cultural, racial, and linguistic backgrounds.

POSITION DESCRIPTION

CABE's Multilingual Language Solutions Team is seeking a talented individual to work providing translation and/or interpretation services of written and/or oral communications in a variety of settings. Languages needed include Spanish.

The Full-time Translator and Interpreter will convert written/oral material from the source language to the target language, assuring that the translated/interpreted version conveys the meaning of the original as clearly as possible while being sensitive to the culture context and characteristics of the original languages and the target languages during the translation/interpretation process.

ESSENTIAL JOB DUTIES

CABE Vision

- Actively support CABE's vision of biliteracy, multicultural competency, and educational equity for all, and the implementation of the CABE Strategic Plan.

Tasks and Duties

- Provide translation and/or interpretation services for school districts, educational organizations, programs, meetings, interviews, and telephone calls in one-to-one and group settings from English to Spanish and Spanish to English
- Facilitate effective communication in school settings for families, parents and students who are learning English and are fluent in Spanish
- Coordinate and communicate closely with CABE's Multilingual Language Solutions Team
- Be familiar with the different translation and interpretation devices and tools

available

- Maintain translation/interpretation services log for data collection purposes
- Act as a cultural liaison for families and school personnel that are being served through translation and interpretation services
- Translate and interpret both educational legal terminology and colloquial language in culturally appropriate registers
- Prepare translations of instructional and educational materials, correspondence, and forms from one language to another
- Review, edit and proofread translated material for accuracy, content readability, grammar, and syntax to accurately reflect language
- Create a new text in the target language that reproduces the content and style of the original
- Receive and submit assignments electronically
- Provide interpretation at educational settings such as: school board meetings, parent-teacher conferences, workshops, orientations. via: In person, Zoom, video, phone calls
- Respond to inquiries from staff, parents, teachers, administrators, and the general public; interpret and explain words and phrases for meaning and appropriateness
- Read aloud documents in a language other than that in which they were written
- Attend conferences and meetings and act as official translator/interpreter to mediate discussion
- Provide cross team support and collaboration within MLS as well as within the entire CAFE organization.

JOB REQUIREMENTS

- Fully bilingual and biliterate in English and Spanish.
- Excellent proofreading skills with the ability to identify grammar, spelling and punctuation errors in English and Spanish
- Deep knowledge of computer-assisted systems and applications for translation/interpretation and use appropriately
- Experience in working in direct contact with customers as well as in an office environment
- Ability to work and multi-task in a fast-paced environment
- Knowledge and experience with Microsoft Office, Google Docs, Adobe, Zoom, other online platforms, and/or other computer applications
- Experience with time management while working within a timeline for task completion
- Ability to exercise sound judgment, interpret and communicate policies and procedure, model norms of behavior that reflect high expectations
- Able to travel to various schools, districts, and conference/event locations
- Ability to work a flexible, on-call schedule inclusive of some weekends
- Physical abilities including standing and sitting for extended periods, speaking/hearing, near and far visual acuity, normal field of vision, pushing/pulling, lifting, reaching, carrying, fine manual dexterity

PREFERRED ADVANCED QUALIFICATIONS

- Educational Experience
 - Bachelor's degree in Spanish with high level skills to translate and interpret in Spanish and English; or
 - Associate degree in translation/interpretation from a college or university; or
 - Completion of a translation/interpretation certificate program through other approved translation/interpretation training program
- Prior translation and interpretation experience (minimum of 2 years)
- Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying

INTERPERSONAL SKILLS

- Ability to work and communicate with individuals and/or diverse groups; maintaining confidentiality; and possessing sound emotional judgment
- Ability to work independently, interdependently, and collaboratively with a variety of individuals and groups
- Flexibility to work with others in a variety of circumstances
- Independent problem solving is required to analyze issues and create action plans
- Compassionate listener, friendly attitude, and work well under pressure
- Continue to develop and strengthen CABE's professional profile and customer service

COMPENSATION

- Full-time
- Compensation: \$25/per hour
- Medical, dental, vision, life insurance and 403 (b) retirement plan

APPLICATION

- Complete the CABE Job Application at <https://fs3.formsite.com/cabefrms/form155/index.html>
- Applications must include a Resume, Letter of Introduction and Intent, and three letters of reference
- Deadline: **Open Until Filled**