



# Interpreter Relations Intern

## *Global Village Language and Cultural Solutions*

### **VOLUNTEER DESCRIPTION:**

By interning for the Global Village Language and Cultural Solutions Program, the Intern will have an opportunity to get a behind-the-scenes look at the interpreting profession and the daily operating procedures of a non-profit office. In this dynamic position, the Intern's input and skills will make them a valuable part of our office and enhance the overall quality and productivity of our interpreting services, and they will have the flexibility to use and develop a variety of different skills crucial to the non-profit world. With our repertoire of over 200 languages and rare dialects, the LCS Intern will gain insight into the growing diversity of San Diego County and what goes into facilitating an interaction between people of different cultural and linguistic backgrounds, as well as gaining exposure to other social service programs within Global Village.

### **KEY RESPONSIBILITIES:**

- Handling of interpreter/customer relations by answering calls, providing assistance to interpreters on the field as needed and requesting authorizations for appointment extensions
- Reviewing translated documents before final delivery to the customer, looking for typos and/or formatting issues and reviewing the actual content if the language combination is compatible with the intern's skills
- Assisting the translation department in handling document translation assignments
- Organizing interpreter files to ensure completeness
- Uploading interpreter vouchers and reviewing assignments and records of service
- Contacting interpreters for any needed paperwork
- Assisting with commission and delegation of document translation projects
- General filing and administrative duties as needed
- Possible other projects (e.g., marketing campaigns, web design, training, event planning) based on skills and interest

### **COMMITMENT:**

**The position requires a minimum 3 month commitment for 12-20 hours per week.**

### **SKILLS AND QUALIFICATIONS:**

- Detail oriented and highly organized individual.
- Highly capable with technology; will be asked to use Excel and our online scheduling database.
- Majoring in Communications, Business Management, Linguistics, Public Relations, Accounting, or a related field.
- Ability to perform tasks with minimal supervision.

### **BENEFITS:**

**Interns will have the opportunity to gain professional development as vital contributing members of the Language and Cultural Solutions team. Although this position is unpaid, we are happy to provide an internship description and verification if you are seeking to attain college credit for your internship.**

**To apply, please email your resume to [cyrus@alliance-for-africa.org](mailto:cyrus@alliance-for-africa.org).**