We are looking for talent to join our team as:

**Copywriter & Translator**

in a dynamic and collaborative workplace.

Contract Full Time Position until December 31, 2021, subject to renew based on project scope and funds availability

**Job Details:**
Responsible for Spanish and English language publications from the WCRP Program have a professional polish. Write, translate, read and correct communications, advertising and marketing materials including flyers, brochures, ads and other pieces as well as submitted work ensuring that spelling and grammar are correct.

- Research, create, edit, proofread and translate content in Spanish and English.
- Adhere to requisite linguistic guidelines and apply them.
- Work with inhouse teams, communicate and provide feedback based on quality of work.
- Identify any content that needs rewriting, while showing ways to enhance the transition flow and layout.

**Requirements:**
Bachelor’s degree or Masters is preferred in Communications, Advertising, Public Relations, Creative Writing or English language or a related field. Must have at least three (3) years of experience in translation, publishing, journalism or public relations and training in marketing, communications, advertising, technical writing, public relations or other related fields. Must be fully bilingual Spanish and English speaker with excellent written language spelling and grammar. Proficiency with Microsoft Office and Google Applications.

**The candidate must have:**
- Culturally sensitive, quick learner, willing to be flexible in a constantly growing and collaborative environment.
- Training in marketing, communications, advertising, technical writing, public relations or other related fields is required.

For more information about Foundation for Puerto Rico and this opportunity visit [www.foundationforpuertorico.org](http://www.foundationforpuertorico.org)