TRANSLATOR

POSITION OVERVIEW:

Las Americas is a 501(c)(3) nonprofit organization based in El Paso, Texas providing free and low-cost legal services to immigrants and refugees in Mexico, West Texas and New Mexico. The translator position at Las Americas is a part-time contract position. At 20 hours a week, this job offers a flexible work schedule with some required in-office work and the opportunity for remote work as well.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Translate legal, medical, and education documents from Spanish into English and from English into Spanish.
- Transcribe and translate recorded conversations in both English and Spanish.
- Consult with legal experts and other colleagues in order to understand and appropriately translate specialized concepts.
- Refer to online translation tools for additional assistance with translation.
- Edit, format, and proofread final translated documents.
- Follow up with staff to ensure that translated documents are satisfactory and can be clearly understood by their intended audience.
- Ensure that all completed work follows legal and ethical obligations.
- Respond promptly to staff inquiries and meet deadlines.
- Attend all staff and other necessary meetings and trainings.

REQUIRED SKILLS AND QUALIFICATIONS:

- Excellent writing skills in Spanish and English.
- Great computer skills, including proficiency with Microsoft Office software, Google Suite, and Airtable.
- Devoted learner and researcher.
- Adept at managing stress and working under pressure.
- Dependable, detail-oriented, well-organized, efficient, highly motivated, and able to work well independently and as part of a team.
- Must maintain professional demeanor and excellent work ethic at all times.

PREFERRED EXPERIENCE

- Familiarity with navigating cultural differences between countries