

THE EAST TRENTON COLLABORATIVE

Position Description - Interpretation Volunteer

The East Trenton Collaborative is an initiative of nonprofit organizations, residents, and community leaders working to reinvigorate and revitalize the East Trenton neighborhood. We connect neighbors to one another, bring new economic, educational and recreational opportunities, and attract new residents, businesses, and investment to the neighborhood.

Purpose/Overview:

We are seeking a volunteer who is fully bilingual in English and Spanish to facilitate communication among East Trenton residents and East Trenton Collaborative staff and partners.

Supervisor:

Elena Peeples, Program Director

Location:

This position is primarily based out of the East Trenton Collaborative (601 North Clinton Avenue), with frequent travel around the East Trenton neighborhood.

Description of Duties:

- Facilitate communication among Spanish and English speaking residents, staff, and partners by converting information between English and Spanish during one and one and group meetings, events, workshops, and other programming
- Maintain communication with East Trenton Collaborative staff and partners in order to schedule assignments
- Complete interpretation assignment reports within 24 hours of each assignment

Expected Time Commitment:

A minimum commitment of three hours per week for three months is required. This position is ongoing and schedule details can be discussed on an individual basis.

Qualifications:

- Fully bilingual in English and Spanish
- Experience in or desire to learn about community engagement, community development, or community organizing
- Demonstrated ability to convert information between English and Spanish required. Previous interpretation or training experience preferred.

Orientation and Training Requirements:

Interpretation volunteers will be required to participate in an orientation to the East Trenton Collaborative. Assignment-specific training and support will also be provided.

Benefits:

Volunteers will have the opportunity to develop their interpretation abilities, receive mentorship and training, and participate in community events.

Selection process:

Contact Elena Peeples (epeeple@njclf.com) to apply for this position. Selected candidates will be contacted for an interview.