

# THE EAST TRENTON COLLABORATIVE

## Position Description – Translation 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 translate newsletters, outreach materials, and informational resources from English to Spanish.

### **Supervisor:**

Elena Peeples, Program Director

### **Location:**

Most of the duties of this position can be carried out remotely. Participation in meetings at the East Trenton Collaborative (601 North Clinton Avenue) will occasionally be required.

### **Description of Duties:**

- Translate materials from English to Spanish in order to facilitate communication with Spanish speaking residents
- Maintain communication with East Trenton Collaborative staff and partners in order to sign up for translation assignments

### **Expected Time Commitment:**

A minimum commitment of three hours per week for three months is required. The schedule can be flexible as most assignments can be completed remotely at your own pace.

### **Qualifications:**

- Bilingual in English and Spanish.
- Demonstrated ability to translate materials from English to Spanish. Previous translation experience preferred.

### **Benefits:**

Volunteers will have the opportunity to develop and receive constructive feedback on their translation abilities, receive mentorship and training, and participate in community events.

### **Selection process:**

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