

Position #2
Interpreter / Translator, Contractual
Marshallese Resource and Educational Center, MEI

Marshallese Educational Initiative
Center for Nonprofits at the JTL Building
614 Emma Ave., Suite 203
Springdale, AR 72764

Job Description:

The Marshallese Educational Initiative is seeking 2 experienced interpreters/translators to work part-time at the Marshallese Resource and Educational Center (MREC) in Springdale, Arkansas. Working closely with the Office of the RMI Consul-General and other advocacy groups, the Center, which will open in October, will serve as a one-stop-shop for Marshallese residents. Under the supervision of the MREC Director and Assistant Director, the MREC Interpreter/Translator's primary role is to directly serve the Marshallese public. Additionally, the Interpreter/Translator will work with local agencies and MREC partners to provide limited translation and on-location interpreter services as assigned.

Qualifications

Required:

- High School Diploma and some college
- Bilingual (Marshallese and English proficiency)
- 2 years experience providing interpreter/translator services in any area (health, social services, legal, etc.)
- Proficient in MS Word
- Track record of professionalism in the workplace
- Reliable transportation
- Enthusiasm to serve the community and facilitate dialogue between Marshallese and non-Marshallese residents

Preferred:

College degree (AA, AS, BA or higher)
Language Certification
Proficient in MS Office (Word, Outlook, PowerPoint, Excel)
5 years experience providing interpreter and/or translator services

Job Duties:

- 20 hours/week, could require some nights, weekends, and on-call duties
- Serve as an interpreter and/or translator for the MREC
- Maintain service records
- Maintain strict confidentiality of clients, when required

- Assist in outreach activities as assigned
- Assist in cultural trainings as assigned

12 month position, 20 hours/week

\$15,000-\$18,000

This is a contract position without benefits

MEI does not discriminate on the basis of race, color, religion, national origin, gender identity, sexual orientation, disability, or age.