ASSOCIATION FOR CHILD DEVELOPMENT

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Translator</th>
<th>Position Type:</th>
<th>Part Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Group:</td>
<td>Other</td>
<td>Job Status:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Location:</td>
<td>East Lansing MI</td>
<td>Expected Hours:</td>
<td>TBD</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Communications</td>
<td>Travel Required:</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Manager</td>
<td></td>
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<tr>
<td>Level/Grade:</td>
<td>Non-Manager</td>
<td>Date last reviewed</td>
<td>July 2018</td>
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Summary/Objective:
To assist the Association for Child Development (ACD) in better serving Spanish-speaking child care providers and parents by translating ACD’s printed and digital materials from the English into Spanish and by using the appropriate software to format these materials for print and web. Targeted materials include policies, manuals, handbooks, newsletters, training materials, handouts, brochures, and post cards. Additionally, to improve outreach and services to our Spanish speaking populations, we intend to make our Spanish version of the Potpourri and our other publications more culturally relevant, including recipes and activities that reflect the culture while being Child and Adult Care Food Program (CACFP) and ACD appropriate. As ACD institutes an Illinois provider conference, additional training handouts and conference materials will need to be developed.

Essential Functions:
- Participate in live translations during training events.
- Translate new and existing ACD documents into Spanish, accommodating the existing format in Microsoft Office products and Adobe Creative Suite. Proofread Spanish-translated materials to ensure that all documents are accurate and grammatically correct.
- Develop and create CACFP appropriate articles and publications that are culturally relevant to Spanish speaking day care providers and centers.
- Expand ACD conference materials to serve Spanish speaking attendees.

Competencies:
- Adaptability
- Attention to detail and accuracy
- Communication skills – written and verbal
- Customer service orientation
- Data collection
- Initiative
- Interpersonal skills
- Listening skills
- Problem analysis and problem-solving
- Stress tolerance
- Time management skills

Education and Experience:
- Associates Degree required.
- Fluent in Spanish and English with excellent grammatical skills in both languages
- Able to read, write, and speak both languages with speed and accuracy
- Extensive word processing, desktop publishing, and translating experience
- Intermediate proficiency with Adobe Creative Suite Products and Microsoft Office products
- Self-starter with a proven ability to work independently and meet deadlines
- Two to three years’ work experience in an office setting preferred

Supervisory Responsibilities:
- None
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<th>Job Title:</th>
<th>Translator</th>
<th>Position Type:</th>
<th>Full-time</th>
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<tr>
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<td>Location:</td>
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<td>Expected Hours:</td>
<td>8:00 a.m. – 4:30 p.m. M-F</td>
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<td>Reports to:</td>
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<td>Level/Grade:</td>
<td>Non-Manager</td>
<td>Date last reviewed:</td>
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**Work Environment:**
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and printers, and there is moderate noise associated with the use of such equipment. The job requires the ability to sit at a computer terminal for an extended period of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Physical Demands:**
- While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift up to 10 pounds.

**Other Duties:**
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Approved by:**
- Print: [Print]  
- Signature: [Signature]  
- Date: [Date]

**Accepted by:**
- Print: [Print]  
- Signature: [Signature]  
- Date: [Date]