

# ASSOCIATION FOR CHILD DEVELOPMENT

## Job Description Form



Job Title: Translator		
Location: East Lansing, Michigan		
Department: Administration		
Reports to: Communications Manager		
Level/Grade:	Type of position:	Hours: Up to 25/week
<input type="checkbox"/> Manager	<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Non-Manager	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Non-exempt
	<input type="checkbox"/> Contractor	
	<input type="checkbox"/> Intern	
<b>GENERAL DESCRIPTION</b>		
To assist 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.		
<b>WORK EXPERIENCE REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Fluent in Spanish and English with excellent grammatical skills in both languages.</li> <li>• Able to read, write, and speak both languages with speed and accuracy.</li> <li>• Extensive word processing, desktop publishing, and translating experience.</li> <li>• Intermediate proficiency with Adobe Creative Suite Products and Microsoft Office products.</li> <li>• Self-starter with a proven ability to work independently and meet deadlines.</li> <li>• Two to three years' work experience in an office setting preferred.</li> <li>• Strong organizational skills and attention to detail.</li> <li>• Able to communicate effectively verbally and in writing.</li> <li>• Reliable transportation, driver's license and proof of current auto insurance for occasional travel.</li> </ul>		
<b>EDUCATION REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Associates Degree required.</li> </ul>		
<b>JOB DUTIES</b>		
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Participate in live translations during training events.</li> <li>• Other duties and responsibilities as assigned by direct supervisor.</li> </ul>		
<b>REVISIONS</b>		
DATE REVISED	JULY 2017	