



JOB DESCRIPTION

Job Title:	Translation Specialist
FLSA Classification:	Non-exempt (Full-time)
Department:	Administration
Reports to:	Executive Director
Deadline to Apply:	June 17, 2022
Submit Cover Letter & Resumes to:	resumes@desertmountains.org
Salary Range:	\$20-\$25/hour depending on experience

POSITION OVERVIEW

The Translation Specialist will translate both verbally, and in writing, in English and Spanish. Verbal translation will take place in person at the office and on the phone as necessary, as well as at various programs, whether indoors or outdoors, including on the trail. Wherever communications are taking place, and with any age group, the translation specialist will fill an essential role in facilitating greater accessibility to Friends programs, resources and offerings for both adults and children from the Coachella Valley and elsewhere and whose only, primary, or first language is Spanish. Written materials to be translated include, but are not limited to: outreach communications, educational materials, interpretive and informational materials, website content, and any other written materials that the Friends may disseminate to partners and/or the public, in support of the Mission of Friends of the Desert Mountains (Friends)

In addition to Translation services, the Specialist will also perform a variety of administrative and clerical tasks for Friends. Duties will include providing support to Friends' managers and employees, assisting in daily office needs, including telephone, email and written communications and managing the organization's general administrative activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- In conjunction with the Marketing and Development Associate and Volunteer Coordinator translate newsletters on a monthly/quarterly basis.
- Assist the Finance Associate with a variety of clerical duties including data entry.
- Write and distribute emails, correspondence memos, letters, faxes and forms as requested.
- Welcome and provide general support to visitors.
- Perform administrative duties such as answer and direct phone calls, process outgoing mail, filing, etc.
- Enter and update all information in the Friends' volunteer and donor database.
- Process and mail donor thank you letters within one week of receiving the donations.
- Flexibility to work evenings or weekends as necessary.

GENERAL

- Leadership – Maintain a positive, upbeat role, promote and exemplify Company values and represent departmental objectives and interests to internal and external customers
- Customer Service – Follow up on complaints, questions, and concerns; respond to internal/external customer needs in a friendly, timely and efficient manner
- Teamwork - Develop and promote teamwork and cooperation among co-workers
- Safety – Comply with established safe work practices and attend to all safety-related training provided or made available by the Company.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent.
- Fluency in both written and spoken Spanish.
- Excellent written and oral communication skills in both Spanish and English
- Demonstrated experience with both written and spoken simultaneous translation (Spanish/English)
- Outgoing and friendly with strong people skills.
- Familiarity with Coachella Valley environmental conservation/justice issues, natural sciences, indigenous cultural history, and/or public lands a plus.
- Coachella Valley resident a plus.
- Attention to detail and problem-solving skills.
- Strong initiative, dedication, honesty and ability to work independently.
- Proficiency in Microsoft Office (Excel, Word and Outlook).
- Ability to work in a fast-paced work environment that requires strong multitasking skills, excellent time management and self-starter mentality.
- Highly organized with a strong attention to detail and follow-up, and able to work in a team environment.
- Willingness to use personal vehicle on Friends’ business; maintain a valid CA drivers’ license with a good driving record.

PHYSICAL DEMANDS

The physical demands described on the attached “Physical Demands of Position” chart are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See attached “*Physical Demands of the Position*”.

CONFIDENTIAL INFORMATION

This position has access to confidential information – (credit card information given to employee from customers/donors for events/fundraising, and volunteer confidential information)

COMPANY FUNDS

This position has access to company funds: (cash register funds – cash / credit / debit card information)

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to Company needs.

<i>Signed – Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Supervisor, Personnel File

PHYSICAL DEMANDS OF POSITION

Job Title: Translation Specialist Date: 4/1/2022
 How many hours are worked per day? 8 Hours per day/40 Hours per week

When completing this form, look at the job from a typical/average workday perspective.

PHYSICAL ACTIVITY	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Stand	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Reach with hands and arms over shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Reach with hand and arms over head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Climb or balance	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Taste or smell	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires standing or walking up to 2/3 of the time.

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

WEIGHT	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34%-66%	Continuously 67%-100%
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires lifting 1/3 of the time up to 20 pounds.

Does this job have any special vision requirements? Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

List specific job duties that require the physical demands selected above: