

LANGUAGE BANK VOLUNTEER POSITION DESCRIPTION

BACKGROUND AND PROGRAM SCOPE

Neighborhood House partners with diverse individuals and families to build community and achieve their goals for health, education and self-sufficiency. At Neighborhood House, we have a deep commitment to valuing our employees', volunteers', and clients' diverse experiences and backgrounds, which guide our work for a more equitable future.

Did you know that Neighborhood House staff members speak, read, and write 45 languages? As an organization that provides culturally and linguistically responsive services and programming to individuals and families, we make every effort to reach out to clients in their preferred language. However, translation takes valuable time away from our staff members' other duties.

RESPONSIBILITIES

- Translate program flyers, in writing, on an as-needed basis. If we need translation services in the language(s) in which you have indicated fluency, we will reach out and you can let us know if you are available.

QUALIFICATIONS

- Both professional translators and individuals fluent in English and another language are welcome to apply. High-needs languages include, but Arabic, Farsi, Tigrinya, Oromo, Amharic, Russian, Ukrainian, Spanish, and Vietnamese.
- Must have computer access.

BENEFITS

- Support access to services for immigrants and refugees.
- Gain translation experience.

TIMEFRAME

- As-needed
- This opportunity does not require ongoing commitment.
- Translation must be completed within two weeks of receipt.

LOCATION

Anywhere! This position can be done in your home.

APPLYING

Anyone interested in volunteering for this position should complete our [Volunteer Inquiry Form](#) so that we can learn more about you.

Vaccine Requirement

All Neighborhood House employees and volunteers must be fully vaccinated (and submit completed documentation) from COVID-19 by October 18, 2021. New Employees must meet this requirement, prior to their start of employment, effective immediately. Please see this [FAQ document](#) for more guidance on the new vaccine mandate.

For questions about this, or any other Neighborhood House volunteer positions, contact Janelle Lose, Volunteer Services Manager, at (206) 461-8430 ext. 2006 or janellel@nhwa.org.