

JOB AD

JOB TITLE: Interpreter/Translator
DEPARTMENT: Compass Interpreters
REPORTS TO: Manager of Compass

Job Summary:
Provides professional interpretation and translation services for community service providers, limited English proficient individuals and MVRCR staff from the source language to the target language as requested.

- Essential Duties and Responsibilities:**
- Provides interpretation and translation (I & T) services for community service providers, limited English proficient individuals and MVRCR staff
 - Provides services in a variety of settings to include employment, education, governmental agencies, home visits, medical, legal, social service, and other settings as requested;
 - Provides appropriate documentation and reports for services.
 - Assists with office work related to interpretation or translation assignments as requested;
 - Participates in agency long range planning to assure future growth and development of MVRCR;
 - Promotes Compass Interpreters in the community by attending community functions, speaking on behalf of the agency and serving as a liaison with related agencies and service providers;
 - Represents MVRCR and Compass Interpreters at local, state, and national conferences as required;
 - Any other duties required.

Accountabilities:
Compass Interpreters, a division of the Mohawk Valley Resource Center for Refugees, (MVRCR), is a multilingual interpretation, translation and cultural outreach organization. The department provides educational and professional services to foster cultural understanding and appreciation, promote multicultural diversity, and empower communities to embrace new populations. Compass Interpreters provides professional linguistic services to clients in languages that are relevant to refugees and immigrants who are living in our community.

- Qualifications:**
- Bachelor's degree in health and human services, education, language, or other related field, preferred.
 - Experience working with refugee, immigrant, or other limited English proficient populations.
 - Superior verbal/written multi-lingual skills.
 - Ability to communicate cross culturally and act as a cultural broker
 - Strong interpersonal skills.
 - Strong knowledge and understanding of health and education related services, multicultural orientation, and community resources related to refugee, immigrant, or limited English speaking populations.

Additional Employment Expectations:
MVRCR employees must support its mission to promote the well-being of culturally diverse individuals and families within our community by welcoming our new neighbors, refugees and immigrants and by providing individual and community-centered activities designed to create opportunity and facilitate understanding.

Notice the audiences served and address how you can assist/serve each.

Identify and assess all your language skills and be prepared to list them in order of expertise and relevance on your resume as needed.

Consider the variety of non-office locations you have worked and articulate your comfort with travel and non-traditional work environments.

Identify and highlight how you have represented your department, research, or academic committees/clubs within and without your university.

Consider how your priorities and goals align with those of the position and/or company.

Use key terms in your resume and cover letter.

When applying for community based positions and/or companies think about how you’ve engaged with similar areas/stakeholders/cultures while completing your degree.

Highlight areas within your expertise and think about how you have engaged with other disciplines.

Notice the inclusion of the mission in the job description and think about how you can integrate this into your resume and cover letter.

DeShawn Kevin Haywood

555-230-0321 | dkhaywood@gmail.com
Relocating to Utica, NY in August 2017

SUMMARY

Multi-skilled translator and interpreter who is committed to diversity and has experience working with local communities and displaced populations. Experience with consecutive and simultaneous interpretation and highly skilled with written translations.

Highly personable representative able to communicate delicate and meaningful community priorities to a variety of stakeholders and audiences. Familiarity with HIPPA privacy laws and experienced in the sensitive handling of personal information.

EDUCATION

Ph.D., French Studies Tulane University, New Orleans, LA	2017
M.A., World Languages and Cultures Howard University, Washington, D.C.	2009
B.A., Political Science Howard University, Washington, D.C.	2007

LANGUAGE PAIRS

English — French	English — Spanish
English — Louisiana Creole	French — Haitian Creole
English — Haitian Creole	French — Spanish
English — German	Some Arabic

RELEVANT EXPERIENCE

Crisis Response Translator, Volunteer Translators Without Borders, Various	2016- Present (As Needed)
<ul style="list-style-type: none">• Provided rapid response translation services to a variety of service providers, including medical teams/aid, military and United Nations delegations, and community workers;• Aided in the establishment of communication between at-risk communities and rapid response teams;• Assisted in the translation of cultural nomenclature;• Served as interpreter via telephone and/or other media platform.	

Research Assistant**2015-17**

Tulane University, New Orleans, LA

- Assisted Political Science faculty member with research and maintained archives of class and research material and resources;
- Aided in the research and writing of national- and state-level grants.

Teaching Fellow**2013-14**

Tulane University, New Orleans, LA

- Taught undergraduate French, levels 1 and 2.

Political Affairs Intern**2010**

The Borgen Project, Washington, D.C.

- Assisted with fundraising campaign to raise awareness of global poverty;
- Presented to groups and community leaders on the impact of global poverty and why it should be a U.S. Foreign Policy priority.

SKILLS AND COMPETANCIES

- Translating documents
- Telephone interpreting
- Face-to-face interpreting
- Excellent communication and cross cultural skills
- Community outreach/ advocacy experience
- Presentation skills
- Proofreading and editing
- Basic knowledge of health laws and regulations
- Willing to travel and work under pressure

RELEVANT PROFESSIONAL AFFILIATIONS

- International Association of Professional Translators and Interpreters, 2016-2017
- Translators without Borders, 2015-2017

COVER LETTER

DeShawn Kevin Haywood

555-230-0321 | dkhaywood@gmail.com

Mohawk Valley Resource Center for Refugees
3069 Genesee Street
Utica, NY 13501

May 30, 2017

Dear Search Committee,

It is with great enthusiasm that I am writing to you today in regards to the open position of Interpreter/Translator in the Compass Interpreters Department of MVRRCR. My academic background in languages and translation and my professional experience working with community organizations and refugees/at-risk populations makes me an excellent fit for the challenge of supporting your organizations mission.

I have a considerable amount of translation and interpretation experience, which lends itself to supporting limited English proficient individuals and all those who are working hard to support them, from MVRRCR staff to other community providers. As a volunteer for Translators Without Borders, I provide rapid response translation services during periods of crisis and have assisted both health workers in Haiti and humanitarian workers in Sudan, a role that allows me to develop strong, on-the-spot translation skills. My work with refugee and humanitarian workers in Sudan has been especially challenging and fulfilling as I was tasked to consecutively interpret sophisticated medical and cultural terms, sometimes in conjunction with another interpreter. Translating for communities and facilitating that their needs and concerns was heard was a powerful and transformative experience, and a service that I would like to help provide to the variety of communities in the Utica area.

My academic career has been spent exploring how language crosses borders, changes meaning, and fosters cultural understanding and diversity. As a graduate student at Tulane University, I undertook studies in a number of languages as I followed the expansion of the French empire and the French language into its colonies. Along with French and a variety of Creole dialects, I am fluent in Spanish and German. My training and natural aptitude for languages allows me to quickly pick up a variety of languages. For example, my time as research assistant for Professor Smith in the Tulane Political Science department required me to learn basic Arabic, which I managed while maintaining my own studies; therefor I am confident I can quickly learn any languages relevant to the refugees and immigrants in your community.

Working as an intern at The Borgen Project, which could not dedicate funds to a community outreach full-time staff member, I learned about the challenges and opportunities of advocating on behalf of a non-profit, an opportunity which has led to flexibility and innovation in my presentation skills. In addition, my doctoral background has assured my ability to teach in the classroom and formally present research and I am confident I can represent MVRRCR to any audience.

I will bring to the Mohawk Valley Resource Center for Refugees a strong knowledge of languages, cross-cultural competency, and experience representing population needs verbally and through formal presentations and advocacy.

Thank you for considering me for this opportunity. I can be reached at (555) 230-0321 and am readily available for travel. I would appreciate the opportunity to speak with you about how my skills and experience match up with your criteria.

Regards,
DeShawn Kevin Haywood