VOLUNTEER POSITION DESCRIPTION: TRANSLATOR

SPOON, an innovative global nonprofit, is the only organization dedicated to transforming nutrition and feeding for children who are highly vulnerable to malnutrition because of disability and lack of family care. SPOON empowers and equips families, communities, and institutions to safely feed and adequately nourish children through trainings and implementation of proprietary tools. UNICEF and Ashoka recognize SPOON for our progressive approach and system-changing work that has catalyzed national policy change and yielded dramatic improvements in children’s health and development.

SPOON seeks a Volunteer Translator to support our work globally and in Oregon. This volunteer position provides critical support to SPOON’s programs by converting written programmatic materials into the local or preferred language of our partners and beneficiaries. This includes SPOON’s technical training curriculum, communications materials, digital app, Count Me In, and other miscellaneous program documents. The Translator will collaborate closely with the Program Team to provide ready-to-use translated and localized materials. This volunteer role can be based in Portland, OR, or remotely, and offers flexibility in schedule and amount of volunteer hours. SPOON currently seeks volunteers to translate from English into Spanish, French, Vietnamese, and Simplified Chinese.

ESSENTIAL VOLUNTEER FUNCTIONS

- Thoroughly read and understand the context of material for translation and research industry-specific terminology as needed
- Provide written translation of programmatic and communication materials, and Count Me In, maintaining the original meaning, format, and tone
- Localize translations for relevance in SPOON’s programming, considering location, audience, and programmatic goals
- Proofread translations to ensure accuracy, consistency, readability, and style throughout translated documents

KNOWLEDGE AND EXPERIENCE

- Certification or university-level course work in translation, or equivalent experience as a Translator or Linguist
- Experience with technical or medical translations or writing preferred
- Native speaker (written and spoken) in one of SPOON’s target languages (Spanish, French, Vietnamese, and Simplified Chinese), and demonstrated proficiency in written and spoken English
- Excellent skills in writing, proofreading, formatting, and verbal communications
- Detail-oriented, organized, and able to meet deadlines
- Proficiency in Microsoft Office required

VOLUNTEER TERMS: This is an uncompensated volunteer position. No offer of regular employment shall be sought or implied. Volunteers do not receive any employee benefits.

HOW TO APPLY: Email your résumé/CV, and an explanation of your interest and availability relevant to this volunteer position to stephanie@spoonfoundation.org.