

VOLUNTEER OPPORTUNITY LANGUAGE TRANSLATOR

ORGANIZATION SUMMARY

The Children's Museum exists to spark kids' creative learning. As a non-profit charitable organization, we believe in the potential of all children and provide an interactive learning environment that nurtures the power of imagination and spirit of self-discovery.

POSITION SUMMARY

As a member of the Marketing & Development team, reporting to and under the direction of the Communications Coordinator, the Language Translator is responsible for reading and thoroughly understanding the context of given materials and translating pieces into different languages, maintaining their original meaning, format, and tone. Ultimately, you will provide ready-to-use translated content that meets our internal needs and helps us reach a broader audience.

RESPONSIBILITIES

- Reading material and converting text from English to one of the selected languages
- Ensure translated content conveys original meaning and tone
- Proofread translated texts for grammar, spelling, and punctuation accuracy

SKILLS REQUIRED

- Accuracy
- Time-management skills
- Ability to set priorities and meet deadlines
- Excellent verbal and written communication skills
- Excellent proofreading skills with the ability to identify grammar, spelling, and punctuation errors
- Excellent spoken and written language skills, with English and foreign languages

ORGANIZATION WILL PROVIDE

Facility tours and/or complimentary admission for greater understanding and context. A letter of reference will be supplied upon the successful delivery of agreed-upon translated content.

TO APPLY

- Forward resume and cover letter outlining suitability for this opportunity and language(s) spoken to Gabrielle Wildes at gwildes@childrensmuseum.com

DEADLINE

- Ongoing

LIST OF LANGUAGES

1. Anishinaabemowin (Ojibwe)
2. Anishinimowin (Ojibwe-Cree)
3. Arabic
4. Dakota
5. Dene
6. German
7. Gujarati
8. Hebrew
9. Ininimowin (Central/Swampy Cree)
10. Ininimowin (Western/Plains Cree)
11. Inuktitut
12. Japanese
13. Michif
14. Punjabi
15. Russian
16. Spanish
17. Tigrinya
18. Ukrainian
19. Urdu
20. Yoruba