HUMANE SOCIETY INTERNATIONAL EUROPE

Volunteer Position Description

Translator

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.	
Work Location	Remote from within the European Union
Position Grade	**1;** no background check required
Purpose of the Position	Enhance HSI/Europe's animal protection efforts by increasing its capacity to effectively communicate with politicians, policymakers and the public in languages other than English.
Volunteer Responsibilities	• Translate letters to Members of European Parliament and other key lobby materials from English into other languages • Translate press releases, social media posts and other external communications • Proof-reading of communications materials (Spanish only)
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	• Physical difficulty is level 1; work occurs in an office/home office setting • Mental difficulty is level 4; requires professional translation skills and the ability to work well independently under tight deadlines • Emotional difficulty is level 2; volunteer will be exposed to some emotionally-distressing issues at a minimal level
Expected Environmental Conditions	Indoors/office environment
How Often Volunteers Work On-site	n/a
Orientation/Training	Volunteers will be given an orientation on the organisation, HSI/Europe's programmes and guidance as they carry out projects.
Learning Opportunities	• Develop or strengthen knowledge of animal welfare issues in the European Union (EU) • Strengthen communication and translation skills
Position Start Date	Flexible
Initial Minimum Commitment	Work is on an *ad hoc* basis; commitment is a few hours per month for a minimum six-month commitment
Scheduling Guidelines	Schedule is flexible
Qualifications/Requirements for Volunteer Applicants	• Native/fluent speaker of Italian, Polish, German, French or Spanish • Demonstrable ability to translate from English to native language at a professional level • Able to produce high-quality translations and meet tight deadlines • Able to work well independently • An affinity with animal protection and an understanding of EU political affairs
Restrictions	• Must be at least 18 years of age • Must have access to a computer with Microsoft Office and/or Google Docs, and access to the Internet • Must be able to learn and follow guidelines and policies of The HSUS and HSI/Europe, and follow directions given by staff
Tools/Equipment Provided	n/a

(including Personal Protective Equipment)	
Optional Tools/Equipment	n/a
Supervisor(s)	EU Executive Director
Number of Concurrent Volunteer Openings	5
Additional Information	
Updated	26.08.2016