



## 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.	
<b>Work Location</b>	Remote from within the European Union
<b>Position Grade</b>	<b>1</b> ; no background check required
<b>Purpose of the Position</b>	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.
<b>Volunteer Responsibilities</b>	<ul style="list-style-type: none"> <li>• Translate letters to Members of European Parliament and other key lobby materials from English into other languages</li> <li>• Translate press releases, social media posts and other external communications</li> <li>• Proof-reading of communications materials (Spanish only)</li> </ul>
<b>Level of Difficulty</b> <b>1=easy/5=demanding</b> (physical, mental, emotional)	<ul style="list-style-type: none"> <li>• Physical difficulty is level 1; work occurs in an office/home office setting</li> <li>• Mental difficulty is level 4; requires professional translation skills and the ability to work well independently under tight deadlines</li> <li>• Emotional difficulty is level 2; volunteer will be exposed to some emotionally-distressing issues at a minimal level</li> </ul>
<b>Expected Environmental Conditions</b>	Indoors/office environment
<b>How Often Volunteers Work On-site</b>	n/a
<b>Orientation/Training</b>	Volunteers will be given an orientation on the organisation, HSI/Europe's programmes and guidance as they carry out projects.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Develop or strengthen knowledge of animal welfare issues in the European Union (EU)</li> <li>• Strengthen communication and translation skills</li> </ul>
<b>Position Start Date</b>	Flexible
<b>Initial Minimum Commitment</b>	Work is on an <i>ad hoc</i> basis; commitment is a few hours per month for a minimum six-month commitment
<b>Scheduling Guidelines</b>	Schedule is flexible
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>• Native/fluent speaker of Italian, Polish, German, French or Spanish</li> <li>• Demonstrable ability to translate from English to native language at a professional level</li> <li>• Able to produce high-quality translations and meet tight deadlines</li> <li>• Able to work well independently</li> <li>• An affinity with animal protection and an understanding of EU political affairs</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Must be at least 18 years of age</li> <li>• Must have access to a computer with Microsoft Office and/or Google Docs, and access to the Internet</li> <li>• Must be able to learn and follow guidelines and policies of The HSUS and HSI/Europe, and follow directions given by staff</li> </ul>
<b>Tools/Equipment Provided</b>	n/a

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