



SCI Social Capital Inc.

165M New Boston Street, Suite 233 • Woburn, MA 01801 • Phone: 781.935.2244

Translations Associate

Founded in 2002, SCI's mission is to strengthen communities by connecting diverse individuals and organizations through civic engagement initiatives. We envision a nation where individuals are strongly connected to their neighbors and play an active role in shaping the destiny of their communities. This increase in 'social capital' will result in communities that are safer, healthier and more vital.

SCI is seeking a part-time Translations Associate to translate content on various community web portals from English to Spanish. Our immediate need is for someone to help with the OurSalem.org web portal; we are open to candidates interested in this project only as well as people who might want to help with other translation needs as they emerge.

Responsibilities:

- Translate community program guide entries from English to Spanish.
- Translate community events from English to Spanish.
- Add translated content to the community web portals.
- Related duties as assigned.

Qualifications:

- Fluent written Spanish and English language skills. Native Spanish speaker a plus. Additional languages would be a plus.
- Strong communication skills.
- Experience using websites and social media.
- Ability to manage time efficiently in order to produce needed results in this part-time role.

We anticipate the position will be approximately 5 hours per week, at a rate of \$15 per hour. To apply, please send resume and cover letter to Andrew Gibson, agibson@socialcapitalinc.org, by 8/16/17. Include "Translations Associate" in the subject line.

SCI is an Equal Opportunity Employer and actively seeks a diverse applicant pool.