



160 North Street, Pittsfield, MA 01201
(413) 499-2220

BERKSHIRE TRAINING AND EMPLOYMENT PROGRAM

Job Description

Job Title: Spanish translator – Workshop Assistant 1099 Independent Contractor

Summary

The Spanish Translator/Workshop Assistant is responsible for the direct delivery of workshops provided in Spanish to Agency customers and businesses.

Essential Duties and Responsibilities

- Assist primary Workshop Coordinator with the translation of company employment presentations in Spanish during live and virtual events
- Assist with development of new workshops based on customer/industry needs.
- Prepare and present activities and workshops
- Conduct outreach at community sites as appropriate to the populations served.
- Assist customers in making informed choices regarding training, employment, and career options
- Attend trainings, cross-trainings, workshops and professional development activities
- Promote career center services to job seekers and employers
- Other related duties as assigned

Competencies

To perform this job successfully an individual should demonstrate the following competencies:

- Facilitate effective communication between two parties that do not speak a similar language by converting one spoken or written language to another.
- Convert written materials from one language into another, such as books, publications, or web pages.
- Edit and proofread text to accurately reflect language.
- Facilitate communication for people with limited English proficiency.
- Read aloud documents in a language other than that in which they were written.
- Adapt a product or service for use in a different language and culture.
- Balances team and individual responsibilities; contributes to building a positive team spirit
- Displays courtesy and sensitivity; responds promptly to participant needs
- Demonstrates accuracy and thoroughness; meets productivity standards; completes work in timely manner; manages competing demands
- Follows instructions; responds to management direction; asks for and offers help when needed
- Must provide accurate verbal or written translation while avoiding becoming an active part of the conversation or correspondence themselves.

To apply: Submit resume to Pamela Wojtkowski at pwojtkowski@MassHireBerkshireCC.com