



## Freeport • Lake Zurich • Oswego • Rockford • South Elgin Bilingual Communications Translator – Part-time

**What do our employees say about us?** *“I love working for GSNI! I have seen the many ways that Girl Scouts helps to empower young women to be leaders of tomorrow and provides opportunities that they might not otherwise have. As council staff, I know that in some way I can play a small part in making a difference in the lives of many volunteers, girl members, and Girl Scout families. I feel that working for GSNI is truly a rewarding experience.”*

Consider joining our team, if you're looking for a job with great benefits, such as:

- ✓ Flexible Schedule
- ✓ Remote Working Options

Plus, you'll be using your talents to invest in the next generation of strong community leaders through the Girl Scout Movement—all while getting paid!

**We're looking for a Bilingual Communications Translator to join our team!** The Bilingual Communications Translator serves as an interpreter and translator during meetings with parents, volunteers, and other community members and stakeholders across the council while providing accurate translations of written materials for distribution.

**Hours:** Part Time (15-20 hours per week) with flexibility

**Salary:** \$18/hour, Non-exempt

### We're looking for dedicated individuals who:

- ✓ Believe in the Girl Scout Mission of building girls of courage, confidence, and character who make the world a better place.
- ✓ Are excited to be actively involved in giving girls the knowledge, skills, attitudes, and values to become leaders in their own lives and their communities.

### Interested? Responsibilities would include:

- ✓ Prepares, reads, and translates a wide variety of internal documents (e.g., forms, handbooks, reports, and calendars) for the purpose of providing/translating materials in Spanish and/or English.
- ✓ Answers questions and interprets and/or translates from the source language to the target language with speed and accuracy.
- ✓ Converts a variety of written materials from one language to another for use by other departments for communication with council family members and non-English speaking community members.
- ✓ Verifies translations made by others by reviewing and editing materials for accuracy, context, readability, grammar, and style.

### Are these skills and experiences you could share with our team?

- ✓ Maintains confidentiality and integrity in handling information and documents
- ✓ Exceptional organizational, written, verbal, and interpersonal skills
- ✓ High School Diploma or equivalent required; Bilingual in English/Spanish
- ✓ Ability to manage multiple projects at the same time
- ✓ Computer skills including word processing, spreadsheets, and email. Experience with MS Office products preferred
- ✓ 2 years of professional writing experience preferred

**Ready to join our crew?** Send a cover letter and resume to [jobs@girlscoutsni.org](mailto:jobs@girlscoutsni.org). Please include the title of the position and location in the subject line. For more information, visit our website at [www.girlscoutsni.org/careers](http://www.girlscoutsni.org/careers).

**Who are we?** We are the Girl Scouts. Girl Scout membership is open to all members who accept the Girl Scout Promise and Law. Girl Scouts of Northern Illinois commits to doing all we can, using our collective power, to help create the change in our communities that is long overdue. We will do our part to dismantle systemic racism. We recognize that this is far from easy or fast work, but we are Girl Scouts—we believe in sisterhood, justice, and fairness—so we are in it for the long haul. **We will value you!** In recruiting for our team, we welcome the unique contributions that you bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation, and beliefs. We are proud to be an equal opportunity employer.