



HISPANIC CENTER

of western michigan

Freelance Interpreter

Position

A freelance interpreter will interpret in a variety of community and legal settings from English to another language and vice versa. Communication, language proficiency and professionalism are necessary in order to ensure that interpretations follow the Code of Ethics and Standards of Practice laid out for the Community Interpreter. Interpreters must also have excellent scheduling and planning skills, as they may be asked to work in multiple interpretation assignments back-to-back (each with different timeframes and subject matters). Using technology efficiently and effectively is also necessary in order to complete all paperwork required.

Responsibilities

- Review and accept offered interpretation assignments in the interpretation scheduling system
- Travel to and from appointments
- Interpret in the following modes: Consecutive, Simultaneous, and Sight Translation
- Communicate with the Interpretation Coordinators regarding assignments as needed
- Review and approve detailed invoices per the pay period calendar

Required Qualifications

- Fluent in English and at least one other language
- 40-hour training, The Community Interpreter or Bridging the Gap
- Great communication skills
- A smart phone with the most current system
- Reliable transportation
- Access to a computer/ laptop/ library card

Desired Qualifications

- More than 1 year of experience in interpretation
- Experience working with an interpretation scheduling system
- Experience working with interpretation equipment
- CCHI and/or Legal Certification