

Posted: July 2010

Job Announcement

Position: Translator, English to French
Supervisor: Managing Director, Advisory and Training
Location: Cambridge, MA
Start-End Date: August-December 2010
Contact: Carolyn Hwang
Human Resources and Office Manager
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SUMMARY

Root Capital seeks a temporary, full-time bilingual translator to translate financial education training modules from English to French. There may be additional translation or administrative tasks assigned as needed. Candidates should be fully bilingual in French and English, and possess a strong command of French grammar. Prior experience translating documents and a familiarity with financial vocabulary is preferred. The position is available immediately and is expected to terminate at the end of December 2010. Applicants should note that this is an hourly, non-exempt position and does not provide benefits.

Root Capital's mission is to pioneer finance for grassroots businesses that build sustainable livelihoods and transform rural communities in poor, environmentally vulnerable places. More information about Root Capital is available at www.rootcapital.org

RESPONSIBILITIES

1. Translate financial education training modules from English to French (95%).
2. Translate other documents or materials as needed.
3. Assist with administrative tasks as needed.

QUALIFICATIONS AND EXPERIENCE

1. Fully bilingual in French and English with a strong command of French grammar.
2. Experience and enthusiasm for translating documents is preferred.
3. Ability to translate documents full-time while paying close attention to detail.
4. Familiarity with basic financial vocabulary and concepts is preferred.
5. Immediate availability.
6. Interest in international development issues and Root Capital's mission is a strong plus.

SALARY: \$15 per hour at an expected 40 hours per week.

APPLICATIONS

Applications will be reviewed on a rolling basis.

Applications including a resume and cover letter describing your qualifications, availability, and how you learned of the position should be sent to: jobs@rootcapital.org. Please type "French Translator" followed by your name (Last, First) as the subject line of your email (e.g. "French Translator – Marrero, Marc"). Finalist candidates will be required to provide references and submit to a background check.

Root Capital is an equal opportunity employer.