

IGA Volunteer Programme



Job title	Translator
Purpose	Translation of documents, including subtitles for videos, to develop and implement activities to support accomplishment of IGA mission and goals in the 2021-2023 strategy.
Key responsibilities	Translate text into one or more languages. We need volunteers for translations from English to one or more languages: Spanish, French, Russian, Arabic, Italian, German, Portuguese, Chinese, Hebrew.
Location	Online meetings. Possibility of travel to conferences and meetings (mostly EU).
Supervision/mentors	Volunteer coordinator: Vesna Aleksovska Mentor: Biljana Jovanovic
Length of appointment	One year (2022) with possibility to continue engagement on similar or other activities for the next year. The amount of work will vary depending on the volunteer and will range from quick turn-around short items such as social media posts to longer term larger projects.
Time commitment	Average 1-2 hours a week plus meetings
Qualifications	English language (speaking and writing), knowledge of working with Zoom meetings, Webex, e-mail, knowledge of office apps (Word, Excel, pdf) Good language skills of the language they will translate to.
Benefits	Training, meeting important people in the Gaucher community, events to thank volunteers, travel grants for important conferences (for accomplished volunteers), opportunities to develop and lead projects. Certificate and reference letter from the IGA to acknowledge contribution.
Support provided	Volunteer handbook, orientation, zoom meetings, travel and accommodation reimbursement, if necessary, for the activity.