



## Horizons for Youth: English – Spanish Document Translator

### **Organization Overview:**

Horizons for Youth is a community organization committed to helping children recognize and achieve their full potential. We are Chicago's only organization providing need-based scholarships, comprehensive support programs and educational resources for students of all academic ability levels, from kindergarten through the start of their career. We currently serve a total of 210 students in both public and private schools. Through our holistic approach, 99 percent of our program graduates complete high school and 84 percent have graduated from college or are currently pursuing their degree. These results prove that with the right combination of competencies, family investment, and community support every child, regardless of socio-economic status, can reach their full potential.

### **Position Overview:**

The English to Spanish Document Translator is an independent contractor, work-from-home position. The contractor is tasked to complete document translations, proofreading and/or formatting on an as-needed basis. A good understanding of Microsoft Word, Microsoft Suite, and Canva is preferred. The translator will submit their questions, completed work and pay invoice to the staff member that initiates the service request.

### **Roles and Responsibilities:**

Job responsibilities include document translation:

- Translating English documents into written Spanish via Microsoft Word or similar applications

### **Requirements:**

- English and Spanish fluency
- Strong Spanish grammar, spelling and writing skills
- Medium to high computer ability
- Committed to being on-time for all assignments
- Self-motivated and self-organized
- Home access to a laptop or desktop with reliable internet and email
- Confidentiality regarding content of documents/signing of non-disclosure agreement

### **Details/How to Apply**

- Part-time contract position
- Pay is \$25.00 per full page of text (250-500 words)
- Schedule is dependent on translated documents needed with deadlines set Monday-Friday
- Work 100% remotely
- Anticipated start date in early 2022



- Please apply by sending your resume and cover letter to Vanessa Sanchez [vanessa@horizons-for-youth.org](mailto:vanessa@horizons-for-youth.org)

### **Equal Opportunity Statement**

Horizons for Youth is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. Horizons for Youth does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. Horizons for Youth is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.