



POSITION TITLE:	Translator & Interpreter	REPORTS TO:	Volunteer Services Coordinator & other supervisors as assigned
SCHEDULE & HOURS:	As needed, varying hours	LANGUAGES NEEDED:	Any language, see list below

OPPORTUNITY SUMMARY:

Tacoma Community House serves a multitude of people from varying backgrounds with services around education, employment, advocacy, and immigration. Translators and interpreters are major supporters of these programs and the sessions we provide. As a translator and interpreter, you have the opportunity to support our immigration team in translating documents, our employment team weekly in workshops and job fairs, and other events TCH hosts quarterly.

LANGUAGES NEEDED:

- Spanish
- Haitian
- Creole
- Marshallese
- Vietnamese
- Farsi
- Mongolian
- Sudan French
- Portuguese
- Korean
- Chinese
- Arabic

QUALIFICATIONS:

- Fluency in English and one or more languages
- Passion for the mission and vision of Tacoma Community House
- Ability to build rapport with diverse groups of people across the community from different social, cultural, economic, and educational backgrounds.
- Deep respect and compassion for underserved communities

KEY RESPONSIBILITIES:

- Interpreting during classes or sessions
- Translating documents and applications for clients

- Keeping confidentiality between clients and between others outside of the organization
- Helping us communicate clearly with all clients and supporting their independence and choice

STEPS TO APPLICATION:

If you are interested in participating as a Translator, please email our Volunteer Services Coordinator at americorps2@tacomacommunityhouse.org or fill out our inquiry form on our website here.

We Are a Welcoming Workplace

Diversity, Inclusion, Empowerment, and Belonging are an integral part of who we are – our history, our culture, and our identity. These values lead us in our operations as we strive to build and nurture a workforce that reflects the communities we serve and connects to each other in our dedication to equity and social justice.

Tacoma Community House (TCH) is committed to increasing the diversity of its staff and clients and to strengthening sensitivity to diversity throughout the agency. In our relationships with staff, our participants, and our community, TCH does not discriminate on the basis of race, color, sex, religion, creed, age, national origin, marital or military status, sexual orientation, gender identity, the presence or perception of any sensory, mental, or physical disability, genetic information, or any other status or characteristic protected by local, state, or federal law. Applicants in need of accommodation are encouraged to call (253) 383-3951.

Tacoma Community House is an equal opportunity employer.