



A.Ss.I.S.T. Volunteer Interpreter/Translator Position Description

As a **volunteer** member of A.Ss.I.S.T, an interpreter/translator translates spoken passages from one language to another during information sessions, interviews, teleconferences, and/or other meetings; expresses either approximate or exact translation, depending upon the nature of the occasion and/or translates short texts received on and sent from the office helpline phone as well as documents and other material from one language to another.

WHAT ARE MY DUTIES AND RESPONSIBILITIES?

Working with A.S.I.S.T lawyers, Legal Advisors and other Team members, you will:

- ⇒ Serve as interpreter at information sessions, interviews, meetings and teleconferences providing consecutive or simultaneous translation between languages.
- ⇒ Listen to complete statements in one language and translate to the second, then translate responses from the second into the first language, expressing either approximate or exact translation, depending on the nature of occasion.

In simultaneous interpreting, you will render oral translation of material at the time it is being spoken or could be revised to be better expressed? The interpreter relays both sides of a conversation between different languages, working both into and out of your main language.

You will

- ⇒ receive briefings or prepare through reading and study on a subject to be discussed prior to interpreting session.
- ⇒ read and rewrite general and technical documents in the specified language,
- ⇒ perform miscellaneous tasks related to the above duties as assigned for the benefit of the clients and/or the Team as a whole.

WHEN DO I NEED TO BE AVAILABLE ?

The A.Ss.I.S.T. office is open from Monday to Friday, from 9:00 to 17:00.

You should inform the Office & Client Services Manager of your availability in advance for the following week. Appointments and information sessions are scheduled in advance so, whether you are working remotely or at the office, you must be available at least 5 minutes before the appointment or information session is due to begin.

You may also be asked to translate texts received on the office phone and to translate back into the relevant language the response provided in English.

WHAT KNOWLEDGE AND SKILLS ARE REQUIRED TO APPLY ?

Knowledge of European/Western cultural norms.

Demonstrated skills in

- Written and oral in **English** and at least one other of the required language : **Amharic, Arabic, Farsi, Dari, Somali, French, Kurdish (Kurmanji, Sorani), Lingala, , Tigrinya and Urdu**
- Sound communication and interpersonal skills
- Working within a team
- Computer literacy in Microsoft Office or similar

Advantage : Proven experience directly related to the duties and responsibilities specified.

For more information about A.Ss.I.S.T. terms and conditions for interpreters/translators, please contact our office in Chios +30 694 810 0477 via WhatsApp text or via email office@assistchios.info or in Athens on +30 694 443 7801 via WhatsApp text or via email officeathens@assistchios.inf

Interested in volunteering with A.Ss.I.S.T ?

