



Spanish Translating Internship

Location: Support Office – Phoenix, Arizona

Position Summary: This is a part-time or full-time position which provides support to all statewide programs by translating all required documents and materials into Spanish to reach our community better. Candidate will work with the Area Directors, Support Program, Development Staff and Administration to translate.

Responsibilities: This is an intern position with flexible hours. This intern will be engaged in translating materials and required documents into Spanish. This is a non-paid position, but students can earn college credit through this internship.

Qualifications / Required Skills:

Passion for Special Olympics Arizona

- **Screening:** Must pass Criminal and National Sex Offender Registry background screening. (Required for all staff)
- **Education:** Current college level student in good academic standing in an Arizona accredited college or university is preferred.
- **Experience:** Experience in working or volunteering with non-profits or a related field and/or working with individuals with intellectual disabilities a plus. Experience with Special Events Coordinating is highly preferred.
- **Knowledge:** Word, Excel, Outlook, and Publisher skills highly recommended.
- **Skills:** Strong organizational ability to manage multiple projects and efficient time management skills. Must be proficient in the English language and have effective verbal and written communication skills as well as customer service skills.
- **Work Schedule:** Part-time or Full-time positions located in Phoenix, Arizona available. This position's work schedule will be determined by the demands of the position and can include 40+ hour work weeks, evenings and weekends, as well as some in-state travel. Flexible and long hours sometimes required however prior approval on overtime hours is necessary.
- **Physical Demands Include:** Standing, walking, climbing ladders, squatting, lifting through full range (must be able to lift a min of 25 lbs), working in confined spaces, working in extremes of heat, cold and inclement weather as well as working at heights above 6'.



- Moderate to heavy physical demands, will be required to load and unload trucks, and to lift equipment and other merchandise.
- **Transportation:** Must have own reliable transportation and fulfill assignments with reliability and punctuality, have a good driving history and must have valid AZ driver's license.

APPLY HERE:

<https://www.surveymonkey.com/r/7BQPN73>