



**Engagement:** English-Spanish Written Translation Consultant Services

**Position Status:** Part-Time Contract Position

**Location:** Consultant can work remotely from any location as long as s/he has reliable Internet access.

**Target Engagement Dates:** August, 2019 – December, 2019. Engagement may extend indefinitely.

**Average approximate time commitment:** 18 hours / week or 78 hours / month, variable.

**Compensation:** \$0.12 / word (original document)

## About All Our Kin

[All Our Kin](#) is a nationally recognized nonprofit organization that trains, supports, and sustains family child care providers to ensure that children and families have the foundations they need to succeed in school and in life. At All Our Kin, we support home-based family child care providers at every stage of their development – from parents and caregivers to professional educators and business owners – using a strength-based, high-touch approach. Through our programs, family child care providers succeed as early childhood educators and small business owners; parents have access to high-quality, affordable child care, making it possible for them to enter into and remain within the workforce; and infants and toddlers gain the enriching experiences that prepare them to succeed in school and in life. All Our Kin is recognized as a national model, and has been [proven through studies](#) to raise the quality, availability, and sustainability of family child care.

All Our Kin first opened its doors in a housing development in New Haven, Connecticut in 1999. Today, we serve over 500 family child care providers in five Connecticut cities and New York City; these parents and educators in turn serve over 3,000 children in our community. Our ambitious strategic growth plan calls for us to add one new site per year, launch a new train-the-trainer service line and grow our organization from approximately 60 to 80 staff members over the next 2 years, with the goal of reaching 20,000 children by 2021.

## What You Will Do

All Our Kin is seeking a committed and energetic individual who has the proven ability to quickly and accurately translate written documents from English into Spanish and Spanish into English. Close to half of the family child care providers in All Our Kin's network are native Spanish speakers, and as an organization, we are committed to communicating with our providers in both English and Spanish in order to ensure equitable access to information, networking, training, and organizational news. In particular, you will:

- Translate documents on an as-needed basis. The majority of translation is from English into Spanish. Use of neutral Spanish (the most universal among all Spanish-speaking people) is preferred. Regular translation needs include: emails and other correspondence, social media posts, network mailings, articles and handouts for network workshops and meetings, surveys and responses, occasional external requests.
- Provide a relatively fast turnaround of translations (ideally 1-2 days, depending on length of text). All Our Kin occasionally releases official publications that we want to share with family

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child care providers (annual reports, five-year plan, economic and impact reports, studies, etc.). Because these are larger documents, the turnaround time would be longer.

- Help to develop a glossary to improve consistency of terminology across the organization. Consult existing glossaries from the early childhood field, like the Head Start glossary.
- Use translation software like Trados or Wordfast to improve translation efficiency and consistency. Use software to generate a translation memory specific to All Our Kin, and this memory will be the property of All Our Kin.
- Follow written translation best practices like maintaining formatting, ensuring that text isn't missing or repeated. A bilingual member of AOK's staff will proofread everything before it is considered final.
- Work with an established group of All Our Kin staff (one or two people at each of All Our Kin's four offices) who will send you translations and will also review your work, give feedback and suggest any edits.

## Who You Are

- Hold deep beliefs in and commitments to
  - Making high-quality early care and education available to all children
  - Combatting systemic racism and injustice
  - Serving historically disenfranchised communities
  - All Our Kin's mission, core values and model
- Experienced and able to
  - Quickly and accurately translate written documents from English into Spanish and Spanish into English
  - Develop and maintain a translation glossary
  - Identify the correct terminology for translations, based on "universal" Spanish and existing early childhood bilingual glossaries
  - Coordinate with a small subset of All Our Kin's staff who will send you translations and review them once completed
  - Accurately track document word counts and submit monthly invoice

## How to Apply

Please submit 1) resume or detailed biography, 2) short summary of past translation experience, including any translation certifications and/or professional translation organization memberships, and 3) translation sample you have recently completed, including original to <https://allourkin.recruitee.com/o/englishspanish-written-translation-consultant>.