



Job Description: Interpreter SPA-ENG JASS

Job title:	Spanish-English Interpreter
Location:	Remote (preference for location in North and Central America)
Salary:	Based on JASS salary scale
Working hours:	20 hours/week
Duration:	1 year contract
Reports to:	MESO Regional Director

About JASS

JASS is a feminist movement support organisation that strengthens the voice, visibility, leadership and collective organising power of women for a just and sustainable world for all. We equip and strengthen the leadership and organising capacity of women leaders and their organisations in Mesoamerica, Southeast Asia, and Southern Africa.

Our feminist movement building work supports marginalised women leaders (indigenous and rural land defenders, sex workers, garment workers, LGBTQI+, HIV+, and young activists) in critically unpacking the power dynamics affecting their lives from the personal to the public, from the local to the global, as to change the systems, structures and beliefs that perpetuate inequity, injustice, and violence. Our approach enables the conditions for women to organise, mobilise and transform power in four areas of their lives: Bodies, Voice, Resources, and Safety.

Our commitment to transforming power in the world starts with how we organise and operate internally. Diversity, equity and inclusion are at the heart of who we are and how we were founded. We have an intersectional staff and shared leadership structure that represents diverse geographies, cultures, faiths, generations, races, abilities, sexual orientations, gender identities, and includes activists grounded in country-level organising and movements. We strive for internal structures, policies, and practices that value the range of knowledge held in this diversity and that reflect shared principles and accountability to our mission.

Purpose of the Role

In support of our commitment to shared leadership and language justice, JASS is seeking a part time interpreter. The primary purpose of the role is to support internal communication and collaboration across the organisation; in particular within the senior leadership team. The role will require an ability to do simultaneous translation



(esp/eng) including complex political content in both one-on-one and team meetings and translation of short internal memos/emails.

Key responsibilities:

- Support Mesoamerican Regional Director collaboration with other staff members by:
 - Providing simultaneous interpretation for scheduled and ad hoc virtual meetings (one on one and team (primarily virtual; on Zoom using interpretation function). This includes a weekly senior leadership team meeting and other global meetings with team members based in diverse timezones.
 - Translation and/or review translations of short documents; memos or emails as needed.
 - Supporting every day communication needs, including guidance on understanding and responses as needed.
 - Support the MESO team with interpretations and translations.

Qualifications

- Interpretation certification Spanish/English
- Formal education in linguistics or related fields is preferred.
- Minimum 3 years or more of professional interpretation experience is required.
- Proficient in English and Spanish, both spoken and written.
- Attention to detail and accuracy in work products.
- Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, web-based management tools and Social Media web platforms.
- Expertise with Zoom interpretation
- Experience with creative platforms like Jamboard, Mentimeter a plus
- Reliable internet connection.

Competencies and experience

- Feminist, social justice and movement building vocabulary
- Availability to accommodate working with different teams and schedules
- Strong organisational and prioritisation, active troubleshooting and propositional in solution making skills.
- Ability to manage sensitive matters with a high level of confidentiality and discretion.



- An ability to work independently and remotely, across time zones, with flexibility in working hours as dictated by work requirements.
- Cultural sensitivity; ability to build trust with clients, colleagues, and partners.
- Willingness to adjust and grow within a dynamic and agile organization
- A deep desire to work in an organisation whose mission and culture are rooted in movement building, a centering of the majority world with an intersectional feminist and transformative approach to equity and justice is a strong plus.
- Strong disposition to learn and adjust to JASS language and vocabulary, terms and concepts as well as an interest to expand her feminist foundations.

Salary and Duration of Contract

JASS is committed to equitable salary and benefits based on roles and responsibilities, regardless of location. The Gross annual salary range for the position, for a **20 hours per week** time schedule, is **between USD 25,000 to USD 29,500** depending on relevant years of experience, knowledge and skills. Benefits include employer-paid health care insurance, generous vacation leave, national holidays and sick leave. The initial offer of employment is for 1 year (with 3-month probationary period), with a possibility of renewal based on mutual satisfaction.

Non-monetary benefits include the opportunity to make significant strategic contributions to an innovative and respected movement support organisation with a global presence, a supportive and feminist work environment that encourages leadership development, and the ability to work remotely and travel internationally.

How To Apply

Please send the following materials (in English) with the subject 'Interpreter Applicant – Your Name':

- Full curriculum vitae (detailing the nature, scope and scale of responsibilities held)
- A cover letter highlighting relevant skills and experience for this position; including 2 paragraphs on why you are the ideal "fit" for JASS and how and what you would contribute to the organisation.
- Names and contact details of 3 references.

The deadline for applications is **7 April 2024**. Only candidates who advance to interviews will be contacted. The successful candidate is expected to assume the role as soon as possible. JASS is not able to support visa or relocation costs. Please send your CV to **hr@justassociates.org**.



JASS is an equal opportunity employer committed to creating an equitable, inclusive, feminist working environment for all employees. We value and are enriched by diversity and our leadership, staff, culture and structures reflect this. We strongly encourage qualified candidates of all races, ethnicities, colours, religions, gender identities, gender expressions, sexual orientations and abilities to apply. For this role, candidates from the Global South, particularly one of JASS' three regions, will be prioritised.