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Isabella H

Are you an Al-Anon trusted servant who is passionate about sharing their experience, strength, and hope to help families and friends of alcoholics?

Al-Anon Family Group Headquarters, Inc. is seeking a skilled and detail-oriented **Freelance Translator/Copy Editor** to provide high-quality translation, copy editing, proofreading, and review services from English to Spanish or English to French. This is a remote contract position responsible for delivering accurate, culturally appropriate translations and edited materials within established deadlines.

The ideal contractor will:

- Have a minimum of **five years of continuous Al-Anon membership**.
- Minimum of two years of professional translating, copy-editing and/or proofreading experience with written materials such as books, periodicals, reports, correspondence, or similar publications
- Demonstrate strong translation, copy-editing, and proofreading skills, including expertise in grammar, spelling, sentence structure, tone, and voice.
- Be proficient in applying current and evolving language, grammar, and style standards.
- Possess strong cultural competence and sensitivity, with the ability to adapt language appropriately for diverse French- or Spanish-speaking audiences.
- Be highly organized, detail-oriented, and capable of managing multiple assignments while meeting deadlines.

Please note: This is an independent contractor position and not an employment relationship with Al-Anon Family Group Headquarters, Inc. The selected individuals will provide services on a contractual basis and will not be considered an employee of the organization. You must be a resident of the United States, Canada or Puerto Rico.

If you are interested in learning more about, please email HumanRes@al-anon.org. If you know someone you think will be perfect for the position, please share this opportunity!

Isabella H
Communications Assistant