



**Job Title: TRANSLATOR INTERN (Spanish, Mandarin, Hindi, Portuguese)**

**Location:** Remote

**Duration:** 5 months- 1 year or more

**Hours:** 10 hours per week or based on university requirements

**Compensation:** Unpaid Internship

**About Us:**

Domestic Kindness is a nonprofit organization whose mission is to equip churches to be part of the solution to domestic abuse. We train and oversee Domestic Kindness Resource Teams within churches that provide resources to educate and support their church. They are trained to hear the oppressed and connect them to intervention. Domestic Kindness works with a diverse range of clients and communities, and our outreach materials need to be accessible to people from various linguistic backgrounds.

**Position Overview:**

We are looking for a passionate and detail-oriented Translator Intern to help translate documents, communications, and other materials for our diverse community. This internship offers an excellent opportunity for individuals interested in gaining practical experience in translation and nonprofit work.

**Key Responsibilities:**

- Translate written materials, including brochures, flyers, websites, and newsletters, from English into Spanish, Mandarin, and other languages.
- Assist in proofreading and editing translated content to ensure accuracy, clarity, and cultural sensitivity.
- Collaborate with the Communications team to ensure that all content aligns with the nonprofit's mission, tone, and values.
- Provide translation services for emails, other communications, and event materials as needed.
- Assist in any additional tasks or projects that require language support, such as interpreting during virtual meetings or events.
- Help maintain accurate records of translated documents and completed tasks.

**Requirements:**

- Belief in the mission of Domestic Kindness
- Proficiency in at least one of the following languages: Spanish, Mandarin, Hindi, or Portuguese.
- Strong command of English, both written and verbal.

- Exceptional attention to detail and commitment to producing high-quality, accurate translations.
- Ability to work independently and manage multiple tasks in a remote setting.
- Strong communication and organizational skills.
- Prior translation experience is a plus but not required.
- Knowledge of cultural differences and nuances in language is highly desirable.
- Access to a computer and reliable internet connection for remote work.

**Benefits:**

- Gain experience in translation and nonprofit operations.
- Develop a deeper understanding of issues related to domestic abuse ministry.
- Opportunity to work with a supportive and passionate team dedicated to making a difference.
- Potential for future paid positions or reference letters upon successful completion of the internship.

**To Apply:**

Please submit your resume, a brief cover letter, and a sample translation (English to one of the required languages) to [domestickindness@gmail.com](mailto:domestickindness@gmail.com). In your cover letter, please indicate your language proficiency and why you are interested in working with Domestic Kindness.