

Position Description

Title: Copy Editor / Translator – Spanish

Reports To: Translation Project Coordinator

Work Brief:

This is for contract project work to be done off-site. Due to the requirement to have familiarity with Al-Anon in order to effectively perform the copy-editing work, a minimum of 5 years of Al-Anon membership is required. Al-Anon service position experience is preferred.

The person selected will support the World Service Office of Al-Anon Family Groups in proofreading, editing and/or translating various written service materials, executive reports, literature, website and periodicals utilizing universal Spanish grammar standards, editing guidelines, and experience. Additionally, will evaluate and recommend improvements to the World Service Office style and proofing guidelines as it pertains to the Spanish language. As work is performed off-site, work is mainly performed alone. Effective remote collaboration however is required with the WSO Translation Project Coordinator, the Spanish Translator, and other involved Staff members to move the translations into finished products for the fellowship.

Specific Tasks:

- Proof and edit translations of Al-Anon materials, in alignment with evolving Spanish style and grammar standards, to include:
 - Periodicals such as *Al-Anon y Alateen en acción* and *Al-Anon Faces Alcoholism*
 - The Al-Anon Spanish website and other digital content
 - Recovery and service material such as books, pamphlets, *Service Manual*, *World Service Conference Summaries*, Annual Reports, and presentations
- Translate new and revised documents from English to Spanish as needed
- Other tasks that may evolve and be mutually agreed

Requirements:

- Minimum 5 years continuous Al-Anon membership. Service position experience is preferred
- Fluent language skills in Spanish (first language or equivalency) and English
- Ability to write and communicate effectively in English and Spanish in a business environment
- Strong cultural competencies and sensitivity
- Proven editing (sentence structure, voice, etc.) and proofing (grammar and spelling) skills in accordance with evolving Spanish style and grammar standards
- Ability to prioritize and work multiple tasks/projects independently and meet deadlines
- Advanced skills in Microsoft Office Suite including Microsoft 365 online (Word, Excel, PowerPoint & Outlook)

- Strong MS Word skills: document compare, styles, track changes and collaboration
- Attention to detail, good organizational and problem-solving skills
- Experience using SDL Trados Studio 2019 (or 2017) translation software is a plus
- Proficiency in French is a plus

Experience:

- Minimum two years' experience in editing various forms of written materials including periodicals, reports, and correspondence.
- Translation work experience preferred
- Journalism background is a plus

Education:

- Associate degree or above, preferably with a major in Spanish, Journalism or Language Arts (or experience commensurate with an Associate degree).

Physical Demands:

Only what is required to work with digital products.

Work Environment:

Work is performed at an off-site location procured by the contractor.

Computer Hardware / Software Requirements:

The contractor is required to provide their own access to high-speed internet and computer hardware that can support Office 365 Suite software installation.

Compensation:

This is contract work which will be compensated at a mutually agreed upon rate that falls within prevailing editing and translation standard piece rates. There is no direct employer - employee relationship, therefore there are no employer type benefits provided to the contractor other than the agreed upon piece rates. The contractor is 100% responsible for reporting compensation and paying the full percentage of taxes on the compensation to all relevant tax agencies and other government organizations required to be informed of such compensation. AFG, Inc. will provide an IRS form 1099 to both the contractor and the IRS in accordance with the IRS annual schedule.

Point of Contact:

Anyone interested in being considered for contracting for this work, or wishing more information, should contact Bill Piersol, Human Resources Manager for Al-Anon Family Group Headquarters, Inc. Bill can be reached by email at bill@al-anon.org.