

**Christian Reformed Church in North America  
World Renew**

**Position Title:** Translation Volunteer - International, ongoing  
**Reporting To:** App Coordinator, in coordination with Regional Director - Southern Africa  
Ministry team  
**Hours:** Flexible, according to volunteer availability

**SUMMARY:** The volunteer will provide support to the Southern Africa Ministry team. This is a remote placement. The Southern Africa Ministry team has been developing an exciting new Android App that is used in development work. The World Renew Southern Africa ministry team is seeking a volunteer to translate into French lessons on a variety of subjects for use among francophone populations.. Lessons are designed to help facilitate conversations in rural communities to improve the lives of community members. The volunteer will perform translation tasks as assigned by the supervisor, with an initial scope of 35 lessons. Due to the nature of the position, the volunteer must be willing to provide an updated police check and sign off on a service agreement with a confidentiality clause.

**GENERAL DUTIES AND RESPONSIBILITIES**

- 1. Learn and absorb:**
  - a. Learn the basic history and terminology of World Renew (what we do, who staff are, what roles staff play, what World Renew's vision and mission are, etc.).
  - b. Attend information sessions offered by World Renew staff to gain understanding of World Renew's ministry - optional.
  - c. Occasionally attend the Southern African Team meetings (virtually) as advised by the supervisor
  - d. Check in with the Regional Director
- 2. Translate written materials into French**
  - a. Translate 35 core written lessons from English to French
- 3. Other tasks as discussed and agreed upon.**

**EDUCATION AND EXPERIENCE**

Proficiently fluent in English & French, and able to translate written work. Bible knowledge is an asset. Post-secondary institution and experience in any of the following areas; business, health, agriculture, international development, organizational development, communications.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (No physical demands involved in this role).

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The volunteer placement will be performed virtually. Access to a computer or laptop and internet connection will be required.