

**Interpreter Vacancy****2/9/2024**

The International Institute of Akron (IIA) is looking for contract interpreters to serve refugees and immigrants requiring language assistance.

Now we are in urgent need of Ukrainian and Russian interpreters to serve their respective communities in local area.

**Criteria**

1. Interpreter training in the healthcare setting is preferred.
2. Must be fluent in both their native language and English.
3. Must have a high school diploma.
4. Must have Authorization to work in the U.S.

**Job Description**

Interpret for limited English Proficient patients if they need language assistance in the local hospitals, clinics, companies and agencies, as well as internally in IIA. Interpreters typically do the following:

- Convert concepts in the source language to equivalent concepts in the target language
- Compile information, such as technical terms used in legal settings, into glossaries and terminology databases to be used in translations
- Speak, read, and write fluently in at least two languages, including English and one or more others
- Relay the style and tone of the original language
- Manage work schedules to meet deadlines.
- Render spoken messages accurately, quickly, and clearly.
- This is contracting job, so interpreter can accept appointments as their schedule allows
- This is an as needed contract position, to be available either over the phone, zoom, or in person. In office time will be required during the hiring process, and occasionally thereafter.

**How to apply:**

Please Send cover letter and resume, along with references, to IIA Interpreting Coordinator, Mr. Bhim P. Dhungana at [bhim.dhungana@iiakron.org](mailto:bhim.dhungana@iiakron.org) or by telephone at 330-376-5106 ext. 125.