

Position: Staff Interpreter/Driver

Type: Full-time, in-person

Location: Akron, OH

Organization:

The International Institute of Akron is a 501(c)(3) nonprofit organization that has existed in Akron, Ohio for over 100 years. The heart of our work has always been to foster a sense of home for immigrants in our community. Our mission is to enrich the vitality of our local community by helping immigrants achieve an empowered life with dignity, connection, and belonging. We accomplish this by providing refugee resettlement case management, social services, employment services, education, language access, and immigration legal services to refugees and immigrants. Our vision is to foster a just, open, and vibrant multi-cultural community where immigrants are thriving because ALL people are treated with dignity and respect.

Job Description:

The International Institute of Akron (IIA) is a refugee resettlement and immigration services nonprofit organization located in Akron, Ohio and serving all Northeast Ohio. IIA seeks an experienced staff interpreter/driver.

Summary:

The Staff Interpreter/Driver will be required to interpret for clients if they need Dari or Pashto language assistance within different departments in IIA's office. If necessary, the candidate may also be asked to interpret at local hospitals, clinics, companies and other local organizations where appropriate. The candidate will work with our Interpreting Coordinator; therefore, the candidate must also be willing to take on other tasks within the Interpreting department as necessary.

Job Responsibilities:

Specific responsibilities include, but are not limited to:

- Converting concepts in the source language to equivalent concepts in the target language.
- Compiling information, such as technical terms used in legal settings, into glossaries and terminology databases to be used in translations.
- Relaying the style and tone of the original language.
- Managing work schedules to meet deadlines.
- Rendering spoken messages accurately, quickly, and clearly.
- Providing transportation to IIA clients as necessary.

Other activities as directed by the Interpreting Coordinator or their designee

Qualifications:

- Fluency in English, Dari, and Pashto is required
- High school diploma required
- Must be authorized to work in the U.S.
- Must have a clean criminal and driving record and be comfortable to drive a 15 -passenger van
- Formal interpreter training in a healthcare setting is preferred
- Prior experience working with immigrants a plus, but not required

Additional Information:

Strong organizational and communication skills are required. Salary based on experience, plus health, dental, and generous vacation benefits.

While this position is full time 8:30am-4:30pm Monday through Friday, IIA supports flexible hours as appropriate. Evening and weekend hours may be required.

How to Apply:

Send cover letter, resume, and references to bhim.dhungana@iiakron.org or contact 330-376-5106 ext. 125 if you have any questions.

The International Institute of Akron (IIA) is an equal opportunity employer committed to diversity and inclusion. It is the policy of IIA to comply with all applicable federal, state, and local laws prohibiting employment discrimination. IIA is committed to providing an inclusive work environment free from discrimination and harassment. IIA does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender identity, veteran status, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical disability. We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBTQx community and other underrepresented groups.