



January 18, 2022

**Position: English/Spanish Translator/Interpreter**

WRWC seeks a Translator/Interpreter fluent in Spanish to join our team.

**We enthusiastically encourage residents--especially Black, Latinx and indigenous residents--of communities in the Woonasquatucket River Watershed--Providence, North Providence, Johnston, Smithfield, North Smithfield and Gloucester--to apply.**

The Woonasquatucket River Watershed Council (WRWC) Translator/Interpreter is a vital team member responsible for listening to, understanding, and translating spoken or written statements from Spanish to English and English to Spanish to facilitate comfort and inclusion among community residents in the work our organization.

**Primary responsibilities:**

- Facilitate effective communication between people by translating and interpreting verbal communications and written materials from English to Spanish and Spanish to English. Additional languages a plus!
- Provide outreach support and language comfort to preferred Spanish speakers participating in WRWC programs.
- Attend meetings and act as official translator/interpreter to mediate discussion.
- Relay concepts and ideas between languages.
- Convert written materials received from WRWC staff from English into Spanish.
- Create new content in Spanish that reproduces the content and style of the English original.
- Edit and proofread text to accurately reflect English or Spanish intention and understanding to the other language.
- Facilitate communication for people with limited English proficiency.

**Position qualifications:**

- You have demonstrated written and verbal communication and interpretation skills in English and Spanish.
- You have excellent organizational skills and work ethic.
- You have experience with and enjoy working as part of a team.
- You are comfortable working with diverse groups of people.
- You are able to work some evening and weekend days.
- You have a willingness to learn and grow as part of an organization that is also learning and growing.

**Preferred qualifications (not required):**

- Preference will go to an individual who has lived and/or worked in the neighborhoods of Providence that surround the Woonasquatucket River – Olneyville, Manton, Hartford, Valley, Silver Lake, Elmhurst, Smith Hill.

**To Apply:**

Email cover letter and resume to Clare Brown, she/her/hers, [cbrown@wrwc.org](mailto:cbrown@wrwc.org).

Or mail to:  
WRWC  
45 Eagle Street, Suite 202  
Providence, RI 02909-1082

Attn: Clare Brown

We will accept applications on a rolling basis.

***WRWC is an equal opportunity employer. We do not discriminate against employees based on race, color, religion, sex, national origin, age, disability or genetic information.***

***The mission of the Woonasquatucket River Watershed Council (WRWC) is to create positive environmental, social and economic change by revitalizing the Woonasquatucket River, its Greenway and its communities.***