

Spanish Translator Internship

DESCRIPTION



Vera Aqua Vera Vita is a grassroots nonprofit organization founded on the mission of “tapping into the physical and spiritual nature of water to empower people and communities in developing countries to generate clean water and sanitation solutions that bring ‘True Water True Life.’” We are a small and a relatively young organization with a lot of opportunity for growth and impactful contribution. Visit our website at VeraAquaVeraVita.org.

Job Description: Meaningful, professional, and fun unpaid **Spanish Translator Internship** working closely with the Founder & Executive Director of Vera Aqua Vera Vita and staff to help advance the mission of Vera Aqua Vera Vita through supporting in translating documents, conversations, and meetings to and from Spanish.

Supervision: An intern in this role will receive direct supervision, guidance, and mentorship from the Peru Projects and Programs Director and indirect guidance and mentorship from the Executive Director.

Job Type: Unpaid Internship

Minimum Qualifications:

- Belief in/Supporting of Vera Aqua Vera Vita’s mission
- Willingness/motivation to learn & ability to quickly grasp new software, etc.
- Ability to work in a volunteer/team environment both in person and on the phone
- Self-motivated to complete projects, meet deadlines, and function independently without much oversight
- Proficient in Microsoft Office suite of products
- Fluent in Spanish and English in both written and verbal form

Scope of Role: Assist in the English to Spanish and Spanish to English translations including but not limited to:

- Formal and informal written content such as reports, contract agreements, letters, engineering plans/design documents, video scripts, education curriculum, data tables & figures, text message communications, and emails
- Live translation during meetings & conversations, when asked

Expectations:

- Estimated hours per week: 10 hours minimum
- Accountable to meet strict deadlines, *with exceptions*
- Bi-weekly Status Meeting with supervisor on assignments as needed
- The internship would be a minimum of one full semester until finals week, with exceptions. The exact duration of the internship will be determined upon hiring.

Our (VAVV) Commitment:

- To provide the opportunity to work within a team of technical experts in a professional non-profit organization
- To provide an opportunity to learn, grow, and be creative in helping to vision VAVV for the future
- To provide a letter of recommendation, if requested, if all work requirements and professional standards were met during the volunteer period
- To provide experience working within a volunteer-based organization

Application: Professional cover letter | Professional resume | Three professional references *[no family references]*

If Interested:

- Apply on [Handshake](#)
- Contact Jacob Niemeier at jniemeier@veraqua-veravita.org or call **469-577-9465** if you have questions, feedback, or want more information