



Bi-Lingual Translator – English-Korean/Farsi

VOLUNTEER POSITION DESCRIPTION

Location	Virtual/Remote
Position Title	Bi-Lingual Translator – English-Korean/Farsi
Purpose	Wesley Property Management specializes in managing affordable housing communities across the national capital region. The Property Management team cultivates safe, welcoming communities while providing exceptional support for every resident. The Bi-Lingual Translator will perform written translation duties in assigned languages to assist in communicating materials to community residents monthly.
Key Responsibilities	<ul style="list-style-type: none"> • Read through materials in English language, ascertains understanding of the meaning and context of that material, and accurately converts it into a second language, ensuring preservation of the original meaning • Refer to reference materials such as dictionaries, thesauruses, computerized terminology banks as needed to ensure translation accuracy • Liaise with staff point of contact to discuss any questions or unclear points • Record and email time spent to staff point of contact
Skills and Qualifications	<ul style="list-style-type: none"> • Prior non-English language translation experience in Korean or Farsi required • Written fluency in English and Korean/Farsi languages • Translation sample required – materials provided by organization • Attention to detail combined with the ability to meet deadlines • Proficiency in Microsoft Office including Word and Outlook • Self-motivation, particularly if working remotely • Strong written and interpersonal communication • Good time management, reliability, and attention to detail • Good interpersonal skills
Time Commitment	1 hour; once or twice per month
Reports to	Property Manager
Support Provided	Orientation and ongoing guidance and accessibility from point of contact
Required Tools/Equipment:	<p>Must have regular access to:</p> <ul style="list-style-type: none"> • A computer with Microsoft Office applications: Word and Outlook • Internet, both via email and the web
About Wesley Housing	Wesley Housing develops, owns, operates, preserves, and maintains affordable housing and sustain quality communities for low- and moderate-income families and individuals across the Washington, D.C. region. Volunteers of Wesley Housing Development Corporation shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, sex, national origin, ancestry, political affiliation, disability, age, marital status, or sexual orientation.