



VOLUNTEER OPPORTUNITY
Posting Date: October 13, 2015
Closing Date: Open until filled

POSITION AVAILABLE:	Chinese Translator Volunteer (1-2 Positions available)
DEPARTMENT:	Social Services – China Program
LOCATION:	Eugene, Oregon (Holt main office)
SALARY RANGE:	Unpaid, voluntary position
WORK SCHEDULE:	20 Hours/week (variable)
NOTE:	Applications are accepted on an ongoing basis as we need volunteers year round. Applications received after the selection process will be kept on file for future use.

Holt International Children's Services finds and supports permanent, loving families for children who are orphaned, abandoned or at serious risk of separation from their family. Holt's child centered model of care provides services for vulnerable children to ensure they will grow and develop to their fullest potential.

Program description:

Holt International's China Program has two primary functions, placing children from China in adoptive families in the United States and supporting child welfare work throughout China through foster care and family strengthening operations. The China program is seeking a volunteer to work with us half-time (20 hours per week) through the end of Spring term and all of Summer (full-time preferred, 40 hours per week). The majority of the translation will be English to Chinese, of child materials, letters, and other correspondence. There is occasional translation from Chinese to English, and work on special translation projects.

Position requirements:

Must be a bilingual speaker of Chinese and English and native speaker of Chinese. Must have demonstrated ability to communicate well in English (verbal and written). Volunteers must keep a set schedule and provide frequent communication regarding volunteer work schedule.

Applicants must complete a background check and sign a confidentiality waiver.

To be considered for this volunteer opportunity, you must complete and submit the following application materials:

- Email expressing your interest in volunteering for the Chinese Translator position
- Resume or CV
- English writing sample (1-2 pages - course assignment is acceptable)

Submit application materials to Jessica Zeeb @ jessicaz@holtinternational.org.
