



## Translation Volunteer

*Location: Waterloo, Waverly, Mason City*

**Reports to: Volunteer Manager**

**Dates/ Hours Anticipated: Varies, Flexible, Remote Work Available**

### **Summary:**

Friends of the Family is dedicated to providing quality services to person regardless of race, color, ethnicity, national origin, age, sex, gender identity and expression, sexual orientation, ability, marital status, socio-economic status, and religion. We want to Provide paperwork to clients in their preferred language. This will help eliminate the language barriers between clients and staff.

### **What You Will Do:**

- Translate FOF paperwork from English to desired language (Spanish, French, Bosnian, etc.)
- Proofread and edit existing FOF paperwork

### **Qualifications and Competencies:**

- Demonstrate FOF's 5 core values: People First, Discover & Do, Equity and Inclusion, Grit
- Believe in our 10-year vision: Everyone Has a Home
- Respect the confidentiality of clients receiving services through FOF and donors
- Exhibit a belief in non-violence and willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking or other violent crimes and homelessness in a non- discriminating manner
- Ability to pass a criminal background check
- Bilingual in English and desired language (Spanish, French, Bosnian, etc.)

**For more information or if interested, please email Madison Gaffney Volunteer Manager, at [madison@fofia.org](mailto:madison@fofia.org) with the subject line "Translation Volunteer".**