



## POSITION DESCRIPTION

# Translations Coordinator

<b>Reports to:</b>	<b>Materials Director (if unavailable, President and Operations Director)</b>
<b>Oversees:</b>	
<b>Internal DJJ Interaction:</b>	<b>Operations Director, other Directors (Communications, Partnership, Finance, Stewardship), Area Directors, Regional Coordinators, Graphic Designers, Translators</b>
<b>Outside DJJ Interaction:</b>	<b>Potential and Current Translators</b>

### MISSION:

- *The Translations Coordinator's core mission is to manage the translation process between translators, graphic designers, and the Materials Director. Must maintain accurate record-keeping to maintain clear and consistent communication and thereby expand the impact of DJJ.*

### OUTCOMES (Job Tasks, Metrics, or Accountabilities):

- The successful production of translated materials will measure this position. Metrics include securing accurate and timely translations.

### COMPETENCIES (Job Requirements, Skills, or Knowledge):

- *Godly.* A vital and growing relationship with Jesus Christ.
- *Organizer.* Able to organize and oversee the processes of communication, file maintenance, and reporting.
- *Communicator.* Excellence in communication with both your team and others. This position requires proficiency in English to connect with the global DJJ team.
- *Creativity/Innovation.* Discovers new ideas that lead to tangible ministry improvements, growth, and impact.
- *Team player.* Committed to the overall Mission, Vision, and Core Values of DJJ.
- *Technology.* Must have a working knowledge of personal computers and other hardware. Must be willing to learn needed software.
- *Personable.* Must be good with people on the phone, in written communication, and face-to-face.
- *Materials.* Must have first-hand knowledge and experience in DJJ materials.
- *Disciple-maker.* Utilize DJJ materials to disciple others in various settings.

### WORKING CONDITIONS (If safety is a concern in the working environment, check "Other" and explain):

- Office and home working environment.
- Other.

**MINIMUM QUALIFICATIONS:**

**Education:** Preferred high school diploma.

**EXPERIENCE:**

- 1+ years of administrative experience.

**COMPENSATION:**

This role is a voluntary, uncompensated position or support- raising missionary position. If you are compensated, the salary and benefits will be determined with the job offer. Your hiring package will be based on your level of support-raising and company guidelines. This position can be a part-time or full-time role.

**JOB BENEFITS:**

As a ministry, we will email your supporters, who have signed up online, a regular ministry update. Worker's Compensation fees will be paid for by DJJ. As a compensated employee, reduced cost Health Insurance is available to join, all costs to be paid by the employee.

*This description intends to provide a representative summary of the position's primary duties and responsibilities performed by incumbents. Incumbents may be required to perform other job-related tasks other than those specifically presented in this description.*

