Position Description
The Chicago Poetry Center is currently seeking a creative, versatile, and hardworking Translation Intern to support our programming efforts including education programs and special events.

The Translation Intern will work as part of the Chicago Poetry Center’s Education Programs Team and work directly with the Director of Programs. The intern will translate student- and parent-facing documents from English to Spanish. The documents that will be translated include consent forms, event invitations, and student worksheets. The intern will also translate a bank of at least 15 lessons for students between 2nd-12th grades.

This position will be five (5) hours per week. This position will be remote and in-person as health and safety guidelines permit. Meetings will occur primarily over Zoom, and work product will primarily utilize GSuite. The position may require in-person hours (as safety permits) at various sites throughout the city.

The Translation Intern must be able to read and write in Spanish with fluency, and familiarity with education, literacy, and administrative language will be an asset to the role. The ideal candidate is comfortable in GSuite, especially with Google Docs, Classroom, Sheets, and Mail. The intern will also learn to use Airtable. Additional experience in design programs, HTML/CSS, and familiarity with WordPress are great bonus skills and are not required.

CPC is looking for a Translation Intern who is willing to learn on the job. Learning on the job includes both researching one’s questions to see if the answer is within reach, and when it’s not, asking for support.

This role is for someone who is eager to support an engaged, community-centered poetry and education focused nonprofit. Applicant can expect to expand their skills on the job and be a part of an open feedback workplace.

The Translation Intern will help the Programs teams with the following:
- Accurately translating consent forms, lessons, and other documents from English to Spanish
- Organizing newly translated materials in appropriate Google Drive folders
- Building a lesson bank of a minimum of 15 student worksheets from translated lessons

Timeline
The position is for five (5) hours per week, from June 13 - September 15, 2022. Weekly schedule will be determined by the Director of Programs considering the intern's schedule.

Requirements
As this position will require independent remote work, the intern must have personal access to a computer and internet.

Internship Financial Support
Along with exemplary on-the-job experience and skill-building, the Chicago Poetry Center will pay the Translation Intern a $1000 stipend per internship term.
Chicago Poetry Center: Translation Intern

About Chicago Poetry Center

Welcome, Creatives!
The Chicago Poetry Center has a small staff, but we are highly engaged and eager to welcome new interns to our team. We’re serious about what we do, but we have a lot of fun doing it. Our organization supports the flourishing of creative work across our great city, and as such, we love supporting creative minds and innovative thinkers.

The Chicago Poetry Center is a nonprofit cultural organization dedicated to supporting poetry in Chicago and beyond. Our reading series puts poetry on boats, in observatories, and in bookstores to name a few of our every-changing event locations (presently online). Our education programs hire active Chicago Poets as teaching artists to teach in long-term poetry residencies in Chicago Public Schools. Learn more at www.poetrycenter.org

How to Apply
Submit your resume and a brief cover letter by email to jobs@poetrycenter.org. In the subject line, please use this format: Position: Applicant Name

Your letter should let us know why you’re interested in working for the Poetry Center, and tell us a bit about yourself and your relationship to poetry. The letter should also indicate your fluency with written Spanish and any experience with Spanish translation, particularly literature or education materials. We encourage you to include in your resume and/or cover letter any relevant skills you’ve acquired that aren’t tied to work experience—in other words, volunteer, life, and school experiences are also recognized as part of your skill set, knowledge base, and experience.