

POSITION : INTERPRETER

The YWCA Montreal occasionally needs interpreters to help its volunteers or employees communicate with the clientele at various meetings and other activities. The needs are ad hoc, thus the interpreters are “on call” as needed.

Key tasks and responsibilities

- Simultaneous interpreting in the context of a meeting between an employee or a volunteer and the client;
- If needed, translate short and simple texts;
- We especially need volunteers to interpret French and English to:
 - French
 - English
 - Japanese
 - Arabic
 - Spanish
 - Punjabi
 - Mandarin
 - Vietnamese
- Other related tasks.

Position requirements

- **Knowledge:** To be perfectly orally bilingual in the relevant languages.
- **Practical Skills:** Know how to interpret simultaneously while being concise; know how to synthesize ideas; know how to listen and choose the right terms to ensure good communication between the two parties; be able to stay neutral in front of a client who is talking about a difficult situation; ensure confidentiality of the exchanges.
- **People Skills:** To be empathetic and patient; listen; show discretion and professionalism.

Volunteer conditions

- Participate in the training session on active listening and orientation of the YWCA’s services
- Commit for a minimum of six months
- Sign the confidentiality agreement and the Ethical Code

Type of position and schedule

Occasional, be available during the day or evening on weekdays.