



Role Title	Language Assistant (Albanian)
Type	Part Time
Status	Intern / Volunteer
# of Opportunities	1-2
Location	Remote, meeting sites vary throughout Kosovo

Play2EDUCATE Overview:

Play2EDUCATE (P2E) is a nonprofit organization / non-governmental organization (NGO) registered in the United States and Kosovo. P2E is based in Colorado, USA and Prishtinë/Priština, Kosovo. P2E cultivates positive relationship development among youth to promote tolerance and foster resilience focused on preventing religious, political, and ethnic extremism, conflict, and violence. More specific information on the organization and its programs can be found on the website (www.play2educate.org) or on our Facebook page (www.facebook.com/play2educate).

Role Description:

As a Language Assistant, the intern / volunteer will provide support to the organization through document translation English-Albanian-English, while also performing quality control and editing duties on work translated by peers. The Language Assistant may also be asked to transcribe and translate audio and video files English-Albanian-English. Additionally, the Language Assistant may be asked to attend meetings / events with P2E managing staff and/or board members and serve as the interpreter. Work may be performed remotely (excluding official meetings), and it is expected to be 3-5 (flexible) hours per week with the potential of increased hours during program pre-launch periods.

Responsibilities include but are not limited to:

- Translate written documents (i.e. forms, social media and website content, marketing / informational materials)
- Transcribe and translate audio and video files
- Occasional in person verbal interpretation (consecutive or whisper) in meetings
- Support P2E staff, facilitators, and participants through translation and interpretation as needed

Qualifications:

Required

- Fluent written and verbal Albanian and English skills of at least B2/C1 or higher in both languages
- Strong attention to detail and proof-reading skills
- Strong alignment with P2E's organizational mission, vision, and values
- Between 20-30 years old (*Exceptions may be considered if you can demonstrate your alignment with P2E values, experience, the ability to relate successfully to youth, and effectiveness in encouraging open discussions.*)
- Proficient in Microsoft Office, DropBox, GoogleDrive, Skype, and Email
- Flexible/adaptable to change as this position grows/evolves

Preferred

- Fluent written and verbal Serbian skills
- Previous translation / interpretation experience
- Previous experience in a primarily English-speaking environment
- Strong interest in sports/games, conflict resolution, dialogue, preventing radicalization/extremism, reconciliation, and integration
- Current or recent university attendance

Work Environment:

The Language Assistant will primarily perform work remotely via online communication and sharing tools such as GoogleDrive, DropBox, Skype, email, messenger applications, etc. There will be regular live video calls with the Executive Director, Supervisor(s), and/or other staff members for supervision and collaboration. Further, the intern / volunteer may be asked to attend in-person meetings in various locations throughout Kosovo.

Benefits of this Volunteer Opportunity:

As a Language Assistant for P2E, the intern / volunteer will deepen their knowledge of English and/or Albanian, while also developing and/or strengthening their translation and interpretation skills.

The intern / volunteer will also gain further experience working on an international team in a multilingual, but primarily English-speaking atmosphere and in a primarily remote (online) work environment. In addition to an excellent addition to any resume / CV, the intern / volunteer will have the prospect of growing their professional network through our local and international contacts. Most importantly, the intern / volunteer will be part of a grassroots opportunity to contribute to the development of a global NGO, while helping program locations to achieve a safe and secure environment.

This position is an unpaid internship / volunteer position; however, P2E can and does coordinate with academic institutions and projects to provide academic credit (e.g. RIT-K / AUK Co-op; TLP, PHS). If you would like to obtain academic credit via this internship / volunteer position, please inform us in your application.

During the internship / volunteer period, Play2EDUCATE will provide reimbursement for any reasonable out-of-pocket expenses that are incurred when performing authorized tasks associated within this role. We do this to ensure that interns / volunteers are not financially disadvantaged as a result of their position with us. These payments are not remuneration or wages; therefore, prior approval from the Executive Director or a Supervisor is always needed, and receipts must always be provided to the Supervisor. We may sometimes provide other benefits as part of this role (examples include training, free food/beverages, or clothing). Where this occurs, it is on a gratuitous basis at the discretion of P2E and is not payment in lieu of salary.

Application Process:

- Submit a current resume / CV and Cover Letter to us via email: info@play2educate.org with “Language Assistant (Albanian)” in the subject line.
- We will reply to you with acknowledgement of receipt of your application documents. Please give us up to three business days to send the acknowledgement email. If you do not hear from us after three business days, you may send us an email inquiry about receipt of your application.
- After the application deadline, qualifying applicants will be contacted by a Play2EDUCATE Staff or Board Member for a short interview.
- **Application deadline: 06 March 2020**
- **Targeted start date: Immediately**
- **Position duration: Two options are available (extensions possible):**
 - **Three to four months**
 - **Pre-determined number of hours to meet academic credit requirements (e.g, 200 hours)**