



1121 Mission Street, San Francisco, CA 94103  
310 8th Street, Suite 308, Oakland, CA 94607

## JOB ANNOUNCEMENT

**Position: Spanish Language Interpreter- SF Bay Area (Hourly)**

API Legal Outreach is the largest social justice legal organization serving the Asian, Pacific Islander and Latino communities of the Greater Bay Area and Central Valley. Founded in 1975, our mission is to provide culturally competent and linguistically appropriate legal representation, social services, and advocacy for the most marginalized segments of the community including low-income women, seniors, recent immigrants, and youth. Our work is focused in the areas of violence against women/family law, immigration and immigrant rights, senior law and elder abuse prevention, the rights of those with disabilities, youth violence prevention, anti-human trafficking, foreclosure prevention and tenants' rights, and other social justice issues.

### Job Overview/Summary:

Under the direction of API Legal Outreach staff, the Spanish Language Interpreter will provide interpretation both in-person and by phone in a variety of settings, including but not limited to client assessments, client meetings with API Legal Outreach attorneys and staff, Immigration court proceedings, client interviews at U.S. Citizenship and Immigration Services, client appointments with law enforcement, and community forums. This is an Occasional (“on call”) position, with variable hours.

### Duties and Responsibilities

1. Travel to various sites to provide interpretation as needed, including but not limited to, API Legal Outreach offices and clinical sites in San Francisco, Oakland, Concord, and Stockton, and state and federal government offices and courts within the San Francisco Bay Area.
2. Provide API Legal Outreach staff with interpretation support as they work with client both in one-on-one and group settings.
3. Provide API Legal Outreach staff with interpretation support for community education and outreach on issues of significant concern to the community.
4. Provide interpretation services in-person, by phone, or via Skype/Google Hangout as needed.
5. Translate documents from Spanish to English and English to Spanish, as needed.
6. Strict adherence to API Legal Outreach’s Confidentiality Policies and Procedures.
7. Other tasks as assigned.

### Job Requirements:

1. Fluency in both written and spoken English and Spanish languages.
2. Education in linguistics or related field and/or evidence of training in interpretation techniques a plus.
3. Prior experience providing interpretive services strongly desired.
4. Demonstrated commitment to social justice and to serve disadvantaged persons a plus.
5. California driver's license and own vehicle preferred.
6. Ability to work well in a team oriented, multi-cultural work environment.
7. Available for work assignment during regular business hours. Evening and weekend availability a plus.

Hours: Occasional (“on call”) position, with variable hours.

Salary: Hourly rate; commensurate with experience.

If interested, send cover letter and resume with 3 professional references to: Personnel Committee, jobs@apilegaloutreach.org. Applications will be reviewed on a rolling basis. Position is open until filled.

**An Equal Opportunity Employer**