



refugee development center

Position Description

Contracted Cultural Broker/Interpreter

About the Organization: The Refugee Development Center (RDC) is a vital 501(c)(3) organization that was created in 2002 to provide a unique, unduplicated service in the mid Michigan area. As a small grassroots organization, we have grown to be the “go-to” agency for working with refugees in the region. By providing formal and informal learning opportunities, the center aims to be an open and inclusive place for refugees to learn and locate the resources they need to flourish as residents and citizens.

Overview: RDC is looking for competent Interpreters to provide assistance to non-English speakers across a range of activities. The interpreter will provide interpretation services in various settings such as during home visits, at RDC program locations and via phone calls.

A cultural broker as a liaison, a cultural guide helping assist the RDC and all the families we serve in providing culturally and linguistically competent programs and practices. Cultural Brokers from key refugees and immigrant groups in Lansing are sought to help support our programs and families.

Hours: Flexible. Hours Vary; Nights and Weekends often needed. Flexible. On average, 5-10 hours per week to start; potential for increased hours based on experience and availability.

Pay: \$17 per hour to start. Opportunity for increase based on experience.

Timeline: We regularly seek new cultural brokers. Applications accepted ongoing.

Duties and responsibilities

- Act as Interpreter between a wide range of people with diverse voices, accents, speaking tempos and personalities.
- In some cases, provide parties with clear and exact translations of written materials, and interpretations of verbal communication.
- Provide interpretations of questions, answers, statements, arguments, explanations and other forms of verbal communication.
- Rendering sight translations of documents and other written materials.
- Imparting thought, purpose, spirit, emotions speakers from source language into target language.
- Interpret with no additions or omissions.
- Inform relevant parties of factors that may hinder your performance.

- Comply with applicable ethics and standards.

Credentials Required/Experience:

Bilingual or multilingual (capable of speaking, writing, translating, and tutoring in at least one of the major language(s) including, but not limited to:

Arabic, Dari, Pashto, French, Kinyarwanda, Somali, Swahili, Spanish, Sango, and Ukrainian

- Preferred applicants have outstanding problem-solving skills, and have the ability to work to a high level of accuracy
- Demonstrated cross cultural sensitivity
- Strong interpersonal skills both written and verbal
- Knowledge of the U.S. public school system and state, community and agency resources
- Ability to work non-traditional hours including evenings and weekends.

How to Apply:

Complete an application on this link: <https://forms.gle/4wMC8nD5fYb5F7xEA>

Email any questions to: mpanahzada@rdclansing.org