

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
SPANISH MEDIA/TRANSLATION CONSULTANT
OFFICE OF SPANISH LANGUAGE MEDIA AND TRANSLATIONS
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

BASIC FUNCTIONS:

Under the direction of the Translation Office Supervisor, the Spanish Language Translation Consultant will be responsible for translating documents and materials for the Senate Rules Committee, including Senate brochures, flyers, and mailers. The Consultant is also assigned translation projects from Senate Member offices, including talking points, press releases, website content, bill language, fact sheets among other requested documents. As necessary, the Consultant may also be required to provide oral translation services for visiting dignitaries or constituents

DUTIES & ATTRIBUTES:

Self-motivated individual to execute oral and written translations in a fast-paced environment with commanding accuracy and profound knowledge of the Spanish language with conceptual and cultural competency. Enjoy working in a team environment.

Must be able to multitask and prioritize projects and assignments. Complete tasks or projects meeting timeline demands, work well in a team environment and communicate clearly and concisely.

EDUCATION:

High school diploma required.
Bachelor's degree preferred.

QUALIFICATIONS:

Minimum 5 years' experience in translations. Fast thinking in the use of appropriate words for translation. Able to work under pressure with a high volume of materials with the ability to meet deadlines for translations at any given moment. Have excellent organizational and communication skills. Government and public sector translation experience preferred. Legislative experience or knowledge of the Legislative process also preferred.

If you are offered this position and are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

LOCATION, SALARY & FILING DATE:

- This position is located in Sacramento, CA.
- The Consultant must be able to perform duties in-person in the office. As necessary to respond to COVID-19 risks, the Consultant may be asked to work remotely on occasion.
- Office hours are Monday-Friday 9am-5pm, but duties may extend to weekends and evening to meet deadlines and complete time sensitive projects.
- Salary starts at \$5000 per month plus benefits.
- Final salary is commensurate with experience and education.
- Applications will be accepted until position is filled.

BENEFITS:

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT APPLICATION TO:

John Nam, Deputy Secretary of Operations
Office of Senate Operations
John.Nam@sen.ca.gov

The Senate application form is available through the Senate job webpage:
www.senate.ca.gov/senatejobs

The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.

Date Posted 04/14/2022