**Master of Ceremonies: A Male’s Guide for a Successful Life**

**Position:** Translator

**Reports to:** Author

**Salary**: Negotiable

**Duration of Contract:** Project Based

**Position Summary**

In an ever-growing demographic around the United States, the desire for products in other languages has significantly grown. The Translator will play a significant role in helping bridge the gap between current products available only in English and other cultures.

**Information Regarding the Product**

This self-help book, “Master of Ceremonies: A Male's Guide for a Successful Life” is about how to take ownership over your own life.  Readers will also learn life skills including the importance of good self-esteem, friendship choices, financial management, good employee etiquette, networking, social media usage, interviewing techniques, living independently with diagrams on check writing and properly tying a necktie, and much more.  This is a great book for anyone going through an issue (low self-esteem, poor grades, bad friendships, fatherless homes, etc.) or transition (graduating middle or high school, graduating college, moving on their own, starting a new job, etc.).

**Job Responsibilities**

* Read and thoroughly comprehend the context of given material
* Convert all context into desired language
* Consult author for final decision regarding any translation or discrepancies
* Proofread and review completed documents
* Other duties as assigned

**Preferred Qualifications**

* Native understanding in Spanish, proficient understanding of Spanish slang and cultural sensibilities (written and verbal). Native or Heritage Spanish speakers a plus
* Must be fluent in English
* Prefers challenges, fast pace, new ideas, and a future focused environment
* Proficient typing skills
* Must have access to a computer
* Proficiency in Microsoft Office required (specifically Microsoft Word)
* Must have access to a phone for phone conferences
* Willingness to work with little supervision
* Must have a good and professional internet/social media presence

**Working Conditions/ Schedule**

All work will be done remotely. Meetings will be scheduled as needed.