

Translator/Graphic Designer

Full-Time (40 hours); on-site; Benefits Offered including Medical/Dental/Disability/Retirement Program/PTO

The Sisters of Charity of the Incarnate Word, Houston seek a full-time, Translator/Graphic Designer. The Translator is responsible for the translation of documents and publications from Spanish into English and from English into Spanish. This position may conduct simultaneous translation during meetings and gatherings. Reads material and rewrites material in specified language or languages, following established rules pertaining to factors, such as word meanings, sentence structure, grammar, punctuation, and mechanics. The translator ensures that the translated version conveys the meaning of the original as clearly as possible. Trans-creating may also be part of the job, which is a mix of translation, localization and copywriting, where the text is culturally and linguistically adapted to suit the reader. Material translated involves commercial; educational; legal; literary; scientific and technical documents from different countries (Central America, Ireland, Kenya and USA). The translator may also formulate documents in both languages.

The Graphic Designer creates and designs artwork, logos and layouts for material to be presented by visual communications media such as books, magazines, newspapers, of documents, announcements, invitations, prayer services, newsletters, leaflets and booklets. The graphic designer produces creative ideas and concepts, choosing the appropriate media and style by utilizing Photoshop, InDesign, FreeHand, Illustrator, and Acrobat to developer and meet objectives.

Skills, Experience, Qualifications:

- Degree in Bilingual (English/Spanish) Education or equivalent work experience.
- Three (3) to four (4) years' experience as a translator is required
- Proficient knowledge of both English and Spanish. (Reading and Writing)
- Able to interpret both languages, written and orally.
- Demonstrate the ability to maintain a high level of confidentiality in all aspects of assigned duties.
- Demonstrate flexibility and versatility in managing work assignments.
- Able to manage work priorities and directs priorities on job assignments.
- Proficient knowledge of software including but not limited to the following: in Microsoft Word, Microsoft Publisher, Adobe PageMaker CS3, PowerPoint, and Excel.

If interested please apply at:

<https://hcm-christushealth-prd.inforcloudsuite.com/hcm/xmlhttp/shorturl.do?key=DDV>

If you have questions please call, Toni Stanford at 713-928-6053. Only online applications accepted.

Location:

6510 Lawndale St.
Houston, TX 77023