

PYXERA Global, an NGO based in Washington, DC, will be managing a Global Pro Bono program in Belo Horizonte, Brazil, scheduled to take place from May 20th to June 1st, 2019. PYXERA Global is seeking university students/young professional interpreters currently residing in Belo Horizonte, Brazil to provide interpretation/program support services for the team of corporate volunteers staying in Belo Horizonte.

The selected interpreter(s) main responsibilities will include, but may not be limited to, the following:

ACTIVITIES

- Sequential Interpretation (both ways; Portuguese/English) during the Welcome and Final Events.
- Sequential Interpretation or written translation during the program (May 20th – 31st, 2019) during regular working hours (e.g. 9am-5pm).
- Research of documents to help volunteers find key Information to meet key goals of the project.
- Participation in Meetings and Interviews with project stakeholders who do not speak English to provide sequential translation as needed.
- Support In preparing final presentations and other supporting deliverables In Portuguese as appropriate.
- Coordination of program activities with PYXERA Global and Local Client Project Coordinators.

KNOWLEDGE AND SKILL REQUIREMENTS

- Ability to work with cross-cultural teams
- Native Portuguese speaker, with excellent English speaking and writing skills (experience in translating documents and providing sequential translation preferable)
- Strong organizational, facilitation, and communication skills
- Reliability and time-flexibility
- Currently pursuing or recently completed a university degree (Preferably in International Studies, Business, Journalism, Communications, Languages, and Corporate Social Responsibility)

TO APPLY

To apply, please send to Aline Burni at aburni@PYXERAGlobal.org the following documents by March 10th, 2019:

- Resume in English
- Cover letter in English
- 3 Writing Samples

The email title should state: **“Project Assistant – Belo Horizonte, Brazil”**

PRE-SELECTED INTERPRETERS/PROJECT ASSISTANTS

Pre-selected trainees will be interviewed via Skype or in person in Belo Horizonte
Compensation will be USD \$ 800 for up to 4 weeks (or 15 working days) + a \$200
Stipend to assist with general expenses (transport + meals).

