

Peace Education Program (PEP) Written Materials Translation Coordinator

The Prem Rawat Foundation is seeking a Translation Coordinator to work with translation teams around the world to coordinate and update the translation of PEP written materials.

Job Summary

The PEP Written Materials Translation Coordinator will be responsible for:

- Developing a complete inventory of the status of PEP translated written materials
- Communicating with Translation Contact for each language to update, review, and assemble translated PEP written materials (35 languages).
- Engaging with translation professionals to evaluate the quality of written translations, in coordination with manager of PEP video translation
- Organizing and storing PEP written materials for each language in Dropbox
- Coordinating with other PEP Support Team members and PEP Managers
- Creating status and progress reports

Knowledge, Skills, and Abilities:

- Excellent English written and verbal skills
- Basic knowledge of Dropbox and Adobe In-Design
- Proficient in Microsoft Word and Excel
- Proactive, self-starter
- Detail-oriented with strong organizational skills
- Ability to work effectively and respectfully with volunteers from diverse cultural backgrounds

Education and Experience:

- Workflow management experience is preferred
- Bachelor's degree or equivalent is preferred
- Experience with PEP is desirable
- Experience with translation issues is desirable

Job Type & Location: Part time paid position (10-15 hours per week) working remotely from home, within 9 hours of US Pacific time

Reports to: PEP Operations Manager

Apply Online at: jobs@tprf.org