



SEARCHING FOR

volunteers

for our

Interpreting & Translation Services

DEPARTMENT

JOB TITLE

Administrative Support / Substitute Scheduler

DESCRIPTION

This volunteer role will include administrative work, creating job tickets based on client requests, and assigning interpreters. The work will require a lot of communication using phone, email, and text.

RECOMMENDED
SKILLS

Fluent in English, good communication skills, love to coordinate and work with people and in a team, must be patient and responsible.

PLUSES

Fluency in additional languages other than English.

LOCATION

Akron

SCHEDULE

Flexible, preferably 4-8 hours a day, 2-3 times a week
Start Date: As soon as possible

HOW DOES THIS
BENEFIT ME?

This opportunity will allow volunteers to develop skills in (a) effective communication and coordination with multiple parties, (b) practicing electronic and verbal communication daily, and (c) interacting with people from different cultures/languages from all over the world.

INTERESTED?

Please contact Kelly Le, kle@asiaohio.org,
330-535-3263 ext 5301



Looking for other opportunities? Check us out at asiaohio.org
Look us up on Facebook, Instagram, and Twitter [@asiaohio](https://twitter.com/asiaohio)



NOV.2023

