

Japanese Translator

Robogals Asia Pacific



Robogals

Robogals is an international, not-for-profit organisation that aims to inspire, engage, and empower young women into engineering and related fields. This is achieved through interactive educational initiatives aimed at girls in primary and secondary school. Since inception in 2008, Robogals has inspired over 90,000 girls globally.

The Role

Robogals is seeking an individual to assist in translating written and spoken communication from English to Japanese (and vice versa).

The successful candidate will be an individual passionate about the Robogals mission who shares the organisation's values (see www.robogals.org/about/about-us/) and has the ability to lead, communicate professionally, manage time effectively and use initiative. Please note this is a voluntary role.

Responsibilities

- Translate Robogals APAC resources from English to Japanese.
- Attend meetings and act as a translator to discussion between the Robogals Japanese chapters and the Robogals Asia Chapter Support Team.
- Act in accordance to the [Robogals Way](#)

Remuneration

The APAC Japanese Translator is a voluntary position, however, does offer several benefits including:

- The opportunity to sit on the team on an international not-for-profit organisation and significantly develop leadership and management skills, and work alongside an inspiring and dedicated international team
- Annual APAC Robogals SINE Conference attendance
- Opportunities to represent Robogals at industry events and conferences

Skills Required

The successful candidate will require:

- Excellent written and spoken communication skills in Japanese (Native/Bilingual level or N3 Level and above)
- Past translation experience is preferable but not required
- Ability to meet deadlines
- Past Robogals chapter experience is preferable but not required

Application Process

To apply please email Emily Lok at emily.lok@robogals.org with the following:

- Cover letter which includes evidence of passion for the Robogals mission, why you are interested in this role, and why you would be successful in this role.
- Your CV (max 2 pages)

Applicants for this position will be reviewed based on their passion towards the organisational goals, interest in the position, and the required skills outlined.

Applications will close at **10pm AEDT Friday 29th of November**. Please don't hesitate to address any questions to Emily Lok (Regional Executive Officer of Robogals Asia Pacific).

Role Details

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| Job Title: | Japanese Translator, Robogals Asia Pacific |
| Reports To: | Regional Executive Officer |
| Employment Basis: | Part Time, volunteer role (Approximately 3-5 hours per week). |
| Start Date: | December 2020 (negotiable) |
| Term: | A minimum of 2 years is preferable, but not necessary |
| Location: | Anywhere with strong internet connection |