



### JOB DESCRIPTION

**Job Title:** Remote/In-Person, On-Call Interpreter  
**Status:** Independent Contractor (W9)  
**Compensation:** \$30/hour with certification/certificate of completion of interpreter training\*  
\$25/hour without certification/certificate of completion of interpreter training\*  
(\*Community, Medical, or Court Interpreter Training)  
**Application Deadline:** Applications will remain open until the position is filled

### MISSION

HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through immigration legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society.

### Summary of Position:

HIAS Pennsylvania (HIAS PA) supports refugees, asylees, and other immigrants who have been persecuted due to race, religion, nationality, membership in a social group or political opinion, displaced from their home countries, and approved to live and work in the US. The interpreter will work closely with either the Social Services Division or the Legal Services Division. The Social Services Division has four programs including: the Reception and Placement program providing resettlement services to newly arrived refugees up to 90 days upon arrival; employment services supporting refugees in finding their first job and entering the workforce in the U.S.; the Immigrant Health and Wellness program providing intensive case management, group programming, and health navigation; and the education program providing ESL classes and youth programming for newly arrived refugees and asylees. The Legal Services Division works with both HIAS PA attorneys and representatives, as well as with pro bono attorneys who work at or are retired from law firms, businesses, educational institutions, and other organizations.

**We are seeking qualified interpreters who can work with us remotely and/or in-person as a contract interpreter on an on-call basis.** The interpreters will interpret consecutively and assist HIAS PA staff and clients during client intake/assessment, service planning, case management services, cultural orientation sessions, trainings, appointments, meetings, or community/cultural events.

We need interpreters for the following languages:

American Sign Language (ASL)  
Amharic  
Arabic (Iraqi, Levantine, Sudanese)  
Bengali  
French  
Fulani

Haitian Creole  
Kinyarwanda  
Kirundi  
Luganda  
Mandingo/Mandinka  
Portuguese  
Rohingya  
Russian  
Tigrinya  
Ukrainian  
Urdu  
Uzbek  
Swahili

**Qualifications:**

- Fluent in both English and one (or more) of the specified languages above
- Certified interpreters or those with a certificate of professional interpreter training preferred
- Has strong linguistic and interpreting skills; able to interpret with highest degree of accuracy and completeness
- Has strong cultural awareness and competencies
- Understands and abides by policies on confidentiality and interpreter ethical standards
- Available to interpret remotely and/or in-person
- Available on one or more weekdays during business hours (between 9am to 5pm, EST)
- Has access to a laptop and video conferencing platforms (e.g. Zoom, Google Meet, Teams, etc.)

**How to Apply:**

Please send a cover letter and resume as attachments to Hannah Li at [hli@hiaspa.org](mailto:hli@hiaspa.org). No phone calls, please.

**Non-discrimination statement:** HIAS Pennsylvania is an equal opportunity employer and does not discriminate against anyone on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or beliefs.

*Qualified applicants who represent minority and marginalized groups are strongly encouraged to apply.*

**Compliance Statement:** In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial, and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.