



## Jewish Family Service of San Diego

Jewish Family Service (JFS) is a premier social service agency with a wide range of services that Empower Individuals & Families to Move Toward Self-Sufficiency, Support Aging With Dignity, and Foster Community Connection & Engagement across San Diego. Together with dedicated volunteers, we serve thousands of individuals and families each year.

**Title/Position:** Vietnamese Linguistics Specialist

**Program:** The Community Impacts Division at JFS is dedicated to developing an infrastructure and support system for measuring impact at all levels. The Division has begun working closely in partnership with several San Diego County stakeholders to promote the Linda Vista Kindergarten Readiness Network (LVKRN).

LVKRN brings together nonprofits, health providers, schools, government agencies, businesses, and community collaborators to address the array of educational, emotional, economic, and health-related needs of Linda Vista children and families in order to increase rates of kindergarten readiness and overall academic success.

**Goal of Position:** This department is searching for a volunteer who is passionate about language, communication, and outreach. The Vietnamese Linguistic Specialist will assist the Community Impacts Division in reaching Vietnamese-speaking families in Linda Vista. This will be achieved by translating written materials (including workshop materials, handouts, flyers and newsletters) in an enticing, approachable, and culturally appropriate manner.

**Benefits:**

- Gain experience working in a nonprofit setting and with targeted client outreach
- Be part of a staff/team that is dedicated to and focused on positive outcomes for families of young children
- JFS and partner agencies will provide training and feedback necessary for success in the role
- Showcase and strengthen oral and written communication skills in dual languages
- Ability to assist in area of critical need
- Provide valuable early childhood information and resource links to the Vietnamese community

**Tasks/Responsibilities:**

- Translate written materials, including workshop materials, flyers, and newsletters from English to Vietnamese
- Work with staff to accomplish specific data projects for various departments and programs; all opportunities will be available on a project-by-project basis

**Qualifications:**

- Bilingual and bicultural
- Ability to translate educational material from English to Vietnamese
- Ability to write in a style that is approachable to families of varying cultures and educational levels

- Attention to details and avoiding errors- very important!
- Comfortable using a computer (Microsoft Word)
- Comfortable working under little supervision; a self-motivator

**Requirements:**

1. Must be able to provide own transportation to the Turk Family Center
2. Must be at least 18 years old
3. Complete a volunteer application at [www.jfssd.org/volunteer](http://www.jfssd.org/volunteer)
4. Complete volunteer interview and orientation with JFS Volunteer Engagement

**Time Commitment:** Dates and times are flexible with this position. Volunteer hours will be based on program needs; starting with approximately 1-2 hours a week and potential for more.

**Worksite/Department:**

Jewish Family Service • Turk Family Center • 8804 Balboa Avenue • San Diego, CA • 92123

Opportunity to work remotely

**Immediate Supervisor:** Volunteer Community Impacts (LVKRN) Supervisor