

Employment Opportunity

Interpreter

Part time Contract

Closing Date: May 7, 2024

The Calgary Bridge Foundation for Youth (CBFY) is a charitable not for profit youth focused family centered hub that gives power of voice to immigrant and refugee children, youth, and families. CBFY is a core leader within the youth domain in the Calgary settlement and integration sector. CBFY works in collaboration with the two public school boards in Calgary, Calgary Board of Education and Calgary Catholic School District to ensure that youth and their families are equitably engaged to thrive.

Job Objective

The Calgary Bridge Foundation for Youth is seeking qualified people to join a motivated team to provide language and interpretation supports for immigrant and refugee Ukrainian youth in Grades K-12. Under the direction of the Director of Programs, the Project Coordinator, the Program Team Leaders, the Interpreter will assist/guide, and provide Ukrainian children, adolescents, and their families with language interpretation of oral communication as they navigate life in Canada. A major component of the work will be to assist the outreach team and the bridge link team in language interpretation and support scheduled meetings in both CBE and CCSD school environments as well as CBFY entities.

Scope of Duties and Responsibilities:

- Must be available for regularly scheduled meetings during work hours and occasional evenings.
- Work assignments may be scheduled in advance or the morning of assignments (example: school needs/requests for interpretation during parent/school information meetings).
- Responsible for the researching, developing, and presenting of interpretive programs for Ukrainians of all ages to the institution.
- May represent the organization in the local community.
- Ensure that all privacy rules, regulations, and policies of the Calgary Bridge Foundation for Youth in conjunction with the Calgary Board of Education and the Calgary Catholic School District are adhered to.

The duties and responsibilities outlined above are representative but not all inclusive. Other related duties as required.

Qualifications and Requirements

- Completion of Language Interpreter Training course or equivalent and are proficient in English, Ukrainian and/or Russian.
- One year of related experience working as language interpreter is an asset.
- An equivalent combination of directly related education and experience may be considered.
- Experience working with refugee and newcomer populations preferred.
- Experience working with immigrant families from diverse cultural and linguistic backgrounds.
- Experience working with children and youth.
- Experience providing instruction/direction, facilitating, and presenting to small and large youth groups.
- Reliable means of transportation to get to various program and school locations.
- A valid, up to date police/security clearance.
- Flexibility in scheduling working hours with clients to meet the needs of youth and their families.

Please **submit** your resume and cover letter including salary expectations. We thank all candidates who apply. Only those selected for an interview will be contacted. The Calgary Bridge Foundation for Youth provides equal employment opportunity and encourages applications from all qualified individuals. Visit our website at www.cbfy.ca