Refugee Language Project
Job Description

Language Intern

About Refugee Language Project

Refugee Language Project is a faith-based 501(c)(3) non-profit organization in Amarillo, Texas. We use language as a doorway to welcome displaced people for the flourishing of the community and the glory of God. Our mission is to extend the welcome of Jesus through programs that overcome language barriers and honor cultural diversity. Learn more about our mission and values at refugeelanguage.org/about/. Apply at refugeelanguage.org/jobs/.

Summary Statement

As a Language Intern, you will learn to use your language knowledge to serve your community. Through a Wednesday morning class, real-world interpreting experience, and a practical service track, you will connect your native language ability with real impact in this city and become a qualified Community Interpreter. This paid internship will require 5–15 hours per week, depending on the chosen Track, from August through December.

Internship Benefits

- $18/hour for 18 weeks, with 5–15 hours available per week.
- Opportunity to serve your community.
- Qualification as a Community Interpreter.
- Option to develop a Community Impact project to present a real-world solution for a specific need of your community.
- Opportunities for encouragement, learning about potential language-related careers, public speaking experience, connections with local leaders, and reference letters.
- Potential for future employment with Refugee Language Project.

Qualifications

- Understands the mission of the organization and aligns well with our core values.
- Must be at least 18 years old.
- Has a desire to serve their own language community.
- Spoken & written fluency in English, and at least one of the following languages: Arabic, Burmese, Chin, Dari, Haitian Creole, Karen, K'iche', Kinyamulenge, Kinyarwanda, Kirundi, Maay Maay, Oromo, Pashto, Somali, and Swahili.
- Must have basic computer skills, including the ability to use Canvas and Microsoft Office or Google Docs.
- Must be able to work independently through some online learning materials.
- Must pass a background check.

Responsibilities

- Orientation: Attend an orientation meeting on Wednesday, August 7 @ 9:00 AM.
- Community Interpreter class: Complete the Community Interpreter training, including a weekly class on Wednesdays at 9:00 AM, online sessions, quizzes, interpreting evaluations, a translation assignment, and a language presentation.
- Weekly language experience: Choose an internship track and serve weekly in your area of interest. Options include the ESL Track and/or the Linguistics Track.
- Interpreting experience: Participate in interpreting appointments as an observer and then as a supervised interpreter.
- WhatsApp: Stay in contact with the group through the RLP WhatsApp group.
- Timesheets: Turn in weekly timesheets and communicate expected absences to the Operations Manager.

Internship Tracks

- ESL Track: Support an ESL class through interpreting and as a breakout group assistant. Attendance is required on Tuesday & Thursdays @ 11:00–12:30 or 6:30–8:00. *Training for this track is on August 8 at 11 AM or August 13 at 6:30 PM.*

- Linguistics Track: Develop an understanding of your own language and consider how to help your community to value and preserve it for future generations. Sessions will focus on examples of language loss, as well as positive examples of language preservation. We will also work together to build vocabulary lists for interpreters to use, and even collecting or translating life stories from people in your community. Attendance is required on Mondays & Wednesdays from 11:00–12:30.

Schedule

<table>
<tr><th></th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th></tr>
<tr><td>9:00</td><td></td><td></td><td rowspan="2">Community Interpreter Class
9:00–10:30</td><td></td></tr>
<tr><td>10:00</td><td></td><td></td><td></td></tr>
<tr><td>11:00</td><td rowspan="2">Linguistics Track
11:00–12:30</td><td rowspan="2">ESL Track (AM)
11:00–12:30</td><td rowspan="2">Linguistics Track
11:00–12:30</td><td rowspan="2">ESL Track (AM)
11:00–12:30</td></tr>
<tr><td>12:00</td></tr>
<tr><td>6:30</td><td></td><td rowspan="2">ESL Track (PM)
6:30–8:00</td><td></td><td rowspan="2">ESL Track (PM)
6:30–8:00</td></tr>
<tr><td>7:30</td><td></td><td></td></tr>
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Supervision

- Direct report to Operations Manager
- Other supervision:
    - Interpreter training: Interpreting Coordinator
    - ESL Track: Language Services Director
    - Linguistics Track: Executive Director