THE SALVATION ARMY JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Code: GA_3529</th>
<th>Employee Name: Vacant</th>
<th>Department: Program</th>
<th>Location: Atlanta Temple Corps</th>
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</thead>
<tbody>
<tr>
<td>Title: Language Mission Specialist</td>
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<td>Job Family:</td>
<td>Hire Date:</td>
<td>Reports to: Corps Program Director and Salvation Army Mission Specialist</td>
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<tr>
<td>Direct Reports: N/A</td>
<td>FLSA: Non-exempt</td>
<td>Revision Date: 06.11.2019</td>
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Job Summary:
Provides simultaneous and consecutive interpretation on Sundays and special events. Translates printed documents and materials (articles, lectures, sermons, brochures, promotional materials, training materials, books, etc.).

Essential Functions:
This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this position. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

Essential Responsibilities (95%)
Interprets Sunday Service simultaneously.

Reads and translates documents from English to Spanish and Spanish to English; ensures the original intent and tone of the communication is maintained and accurately translated between languages; translates English lyrics to Spanish lyrics and Spanish lyrics to English with proper song metered and rhymed with close meaning.

Rewrites documents in the 2nd language (either English or Spanish); ensures the proper grammar and punctuation for each language.

Proofs document translations to ensure the translated message matches the original intended message.

Applies knowledge of The Salvation Army mission, culture, and beliefs to ensure that translated documents always comply with the same.

Provides verbal translation between parties when one communicates in English and the other in Spanish; attends meetings, conferences, seminars and special events to provide verbal translation.

Provides translation equipment for meetings, conferences, and seminars; maintains inventory and accountability of translation equipment; checks translation equipment out/in in accordance with established procedures and follows-up with individuals who have not returned equipment.

Assists other departmental staff by translating documents for the department.

Translates and grades bible course lessons written in Spanish; interprets the lesson and response to questions; studies the Bible to understand the lesson and grade lessons accurately.
Other Responsibilities (5%)

Performs special projects as assigned.

Knowledge, Skills and Abilities:

Knowledge of the principles and practices of the Salvation Army.

Knowledge of the principles and practices of Christian Education and discipleship.

Knowledge of the Salvation Army Consecutive Mission and Policies

Knowledge of both Spanish and English languages including proper grammar and punctuation.

Knowledge of Simultaneous Interpretation

Knowledge of Code of Ethics of interpretation

Knowledge of Hispanic culture.

Knowledge of general office practices and procedures.

Knowledge of effective and efficient record keeping practices and procedures.

Knowledge of Biblical knowledge – Wesleyan Theology

Ability to Express the same emotion as the speaker

Ability to confidently adhere to theological concepts

Ability to express different cultural dialect and lingo

Ability to annunciate correctly for best understanding and ability to make Spanish songs singable

Ability to conduct all activities of the position with a view to accomplishing the Salvation Army’s fundamental purpose of proclaiming Jesus Christ as Savior and Lord, which purpose must find expression in both the message proclaimed and the ministry of service performed.

Ability to create, compose and interpret listener correspondence in compliance with The Salvation Army doctrine.

Ability to learn and communicate The Salvation Army mission and philosophy.

Ability to read, write and fluently communicate in both the English and Spanish languages.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience

High school diploma, G.E.D. or equivalent required
And

Two (2) years’ experience performing simultaneous interpretation and translating English songs to Spanish; 40-hour training in interpretation or equivalent

or

Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Certifications:
None

Physical Requirements:

Constant amount of physical effort required associated with hand movement, holding, finger dexterity, reading, writing, eye-hand coordination, vision, hearing, talking and sitting at least 90% of the work time; rare to occasional amount of physical effort required associated with walking, standing, lifting up to 30 lbs., pushing, pulling, climbing, bending, squatting, crawling, and reaching at least 30% of the work time.

Working Conditions:

Works is performed in a normal office environment where there are little, or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.

Statement of Purpose

This document provides descriptive information about the above Salvation Army position. Work performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content of and qualifications for this position. An individual’s ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. The Salvation Army reserves the right to make changes to this document as deemed necessary without providing advance written notice.

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.

______________________________   _______________________
Employee Signature               Date

______________________________   _______________________
Supervisor Signature             Date