



## Volunteer Position Description Translator

### Position Description

**Position:** Translator  
**Department:** Community Connections

### Position Summary

We are seeking translators to assist in translating Chinese written materials into English / English written materials into Chinese. Here are some of our current needs.

- 1. Copyediting** – Review copy to ensure consistent language and tone in line with Mother's Choice messaging.
- 2. Static Marketing Materials** – Assistance in translating our core materials including website, corporate brochure, annual report.
- 3. Dynamic Marketing Materials** – Assistance in translating content as needed, including newsletters, email correspondences, thank you letters.

### Requirements

- Fluency in Chinese and English
- Strong English and Chinese copywriting skills
- Experience with translation in a professional setting
- Proficiency in Microsoft Word, Excel, and Chinese Word processing
- Able to work independently
- Excellent attention to detail

### How to Apply

If you are interested in volunteering your translation skills with Mother's Choice, please email us at [mcvolunteers@motherschoice.org](mailto:mcvolunteers@motherschoice.org) with the below information:

1. Your resume
2. A translation of the below (Chinese to English / English to Chinese / both)

#### Chinese to English

小明在進行數學遊戲。當同伴拋出骰子，小明根據骰子顯示的立體幾何圖形，在地墊上找出圓球體的圖片。並運用四肢按在圖片上，他臉露出輕鬆的表情，可見他對幾何圖形的特徵及名稱已有鞏固的認識。除此以外，透過遊戲有助他發現日常生活中的東西，許多的形狀都與幾何圖形有關。活動過程中，他必須要透過觀察、思考和分析圖形的特徵，並運用肢體動作作出配合。老師欣賞他能投入參與，從遊戲中學習。



### **English to Chinese**

#### Sexuality education

The lack of comprehensive sexuality education in Hong Kong and the surrounding stigma deters youths from talking to trusted adults, instead finding information from alternative sources, leaving them vulnerable to unhealthy relationships.

Our Comprehensive Sexuality Education program aims to reduce crisis pregnancy among youths in Hong Kong. Teaching children and youths about sex and relationships in a comprehensive way should include not only anatomy based information but also must facilitate discussions with youths about relationships, safety, communication skills, decision making, values discovery, and activities to build self-esteem.

We can leave it to schools to teach our children about sex, but a more effective approach is to begin the conversation at home. We recommend that parents be the first in their child's life to talk and to start the discussion, and research shows that this is a child's preference, too.

(139 words)

You will be contacted through email when a need that matches your application arises. We look forward to joining hands with you to transform lives and give hope!