Biblica®   THE INTERNATIONAL BIBLE SOCIETY

POSITION DESCRIPTION

Position Information

JOB TITLE: Associate Director of Translation Technology
GRADE:
REPORTS TO: Global Translation Technology Director
HRS WKD PER WEEK: 40

Location Information

Division (s):

☐	Finance
☐	Resource Development
☐	Publishing
☒	Translations
☐	Partnerships
☐	Operations & Administration
☐	Global Technology/IT
☐	Office of the CEO
☐	Communications & Content
☐	Human Resources
☐	Bible Engagement
☐	Other _____

Geographic Location (s):

☐	Colorado Springs
☐	Miami
☒	Other US location
	Remote, not specified
☐	Other location
	_____

Department: Translation

Department Number: 120

Effective Date: ASAP after April 1 2020

Status:

☒	New
☐	Revised

<div align="center">

POSITION DESCRIPTION
Associate Director of Translation Technology - Grade

</div>

Purpose

The Associate Director of Translation Technology (ADTT) will plan, organize and direct the day-to-day operations of the Translation Technology Division within Biblica's Translation Department. The ADTT will implement and oversee the strategic plans of Biblica's Translation Technology Division worldwide in order to achieve high quality, standardized published translations.

Scope:

Internally the ADTT reports to with the Global Translation Technology Director (GTTD), and interfaces with personnel in the Translation Technology Division as well as the Global Translation Program Manager, global translation consultants, area translation directors, translators, and the Publishing Department. Externally this position interacts as required with contractors, ministry partners, and some licensees as it pertains to electronic publishing support.

Responsibilities:

I. **Leadership**
   A. **Planning –** Plans rollout of Translation Technology initiatives.

   B. **Managing –** Manages the day-to-day operations of the Translation Technology Division. This position is responsible for managing the work of Area and Regional Translation Technology Managers.

   C. **Developing –** The candidate in this position is expected to grow in responsibility over time taking an increasing leadership role in the Translation Technology Division. The ADTT is expected to become an expert in using Paratext and the translation-publishing process and eventually be able to direct all aspects of the Division.

   D. **Leading –** Helps communicate company vision and adherence to policies, through coaching, empowering/influencing others to grow, building/advocating teamwork, resolving conflicts, celebrating success, and utilizing Servant Shepherd Leadership principles and practices. May lead committees and task forces to improve service and quality**.**

II. **Performance**

   A. Specific tasks and duties that employee is accountable

- Assuring translation quality using Paratext checks and project planning features
- Checks Paratext projects submitted for sign off
- Summarizes the results of checks and identifies key issues that need further review by others
- Fields requests from translation and publishing personnel regarding Paratext and other technical issues
- Implements and enforces in-house policies and procedures related to translation technology
- Monitors and reports project progress using standard IT tools
- Manages project data and metadata
- Helps facilitate technical training for translation staff
- Completes reports as needed, including translation quality, budget and employee reviews
- Able to step into any roles or functions of the GTTD as necessary.

B. Interpersonal /Personal Skills
This position communicates regularly with international translation staff regarding transition issues and helps translation personnel solve technical questions. Occasionally cultural sensitivity will be needed to know how to respond to certain issues, as well as the ability to discern when to hand it off to a higher level.

C. Communications Skills
- Communicates well via email, skype and other electronic messaging applications.
- Able to write clear email instructions in basic English for team members whose first language is not English.
- Able to understand key concepts and related to IT, linguistics, translation, and publishing technology.

D. Ministry and/or Departmental Policy
The ADTT's primary responsibility is to assure the quality of Biblica's translation projects and the efficiency of the translation process. The ADTT issues technical advice for compliance with Biblica's goals and policies and will work with the GTTD to resolve QA issues and to improve the effectiveness of the translation-publishing workflow. Overseas travel will be required to attend and/or facilitate management and training events.

III. **Reporting Relationships**
This position reports directly to the GTTD. This is may be a remote position and is expected to work independently with a minimum of supervision.

IV. **Resource Responsibilities**
This position will help develop the Division budget and track expenses.

V. Qualification and Competencies

A. Strong personal commitment to Christ and Biblica's Purpose, Mission Statement, Statement of Faith, Christian Community Policy
B. Project management experience
C. A master's degree (or a BA and equivalent work experience) in translation or computer technology.
D. Work experience in both translation and technology
E. Understanding of databases and structured text documents (XML, USFM, Style sheets, schemas, etc.)
F. Takes initiative to solve problems
G. Able to work remotely with minimal supervision
H. Able to work in all major world languages and their scripts
I. Ability to travel internationally for extended periods (2-3 weeks)
J. Excellent understanding of Paratext, (may be learned on the job)
K. Fluent in regular expressions (Regex), (may be learned on the job)
L. Understanding of Unicode and the electronic implementation of writing systems, (may be learned on the job)
M. Able to interrogate project data and build reports using standard data query tools, i.e. Power Query, (may be learned on the job)
N. Training or experience in adult education and/or workshop facilitation, preferred
O. 2+ years working cross-culturally or 5+ years living overseas, preferred
P. Linguistic background/training in orthography and discourse genres, preferred
Q. Knowledge of Biblical languages through in-depth personal or formal training, preferred
R. Fluency in a second language, preferred
S. Field experience with a Bible translation project, preferred
T. Electronic publishing or typesetting experience, preferred

VI. The above job description is intended to describe the general nature and level of work being performed by staff assigned to this position. It is not intended to be all-inclusive as other duties as assigned are to be completed.