



POSITION DESCRIPTION

Position Information

JOB TITLE: Assistant to the Global Translation Technology Director

GRADE: E5

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

Additional Information

Effective Date: ASAP after Oct 1 2018

Status: New
 Revised

POSITION DESCRIPTION
Assistant to the Global Translation Technology Director

Purpose

To assist the Global Translation Technology Director (GTTD) in implementing Biblica's Translation and Publishing workflow in order to achieve high quality, standardized published translations. The Assistant will also help the GTTD ensure the proper use of Paratext by project users in the Translation and Publishing department, help with Digital Asset Management, and assist in completing any technical tasks that need to be done.

Scope:

Internally this position interfaces with the Global Translation Technology Director, Global Translation Program Manager, global translation consultants, area translation directors, translators, and Publishing. 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** – Helps plan training events and other Translation Technology initiatives.
- B. **Managing** –Helps manage the Translation and Publication workflow from an enterprise level perspective to ensure best practice usage of Paratext and other translation technologies. This position also helps monitor the work of Area Translation Technology Managers.
- C. **Developing** – The candidate in this position is expected to grow in responsibility over time: taking an increasing leadership role in training and developing staff to achieve quality results.
- 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. The person in this position is expected to become an expert in using Paratext and the translation-publishing process.

II. Performance

- A. Specific tasks and duties that employee is accountable

- Initiates Paratext projects according to in-house policies as needed
- Checks Paratext projects submitted for sign off
- Able to summarize concisely the results of checks and identify key issues that need further review by others
- Fields requests from translation personnel regarding Paratext and other technical issues
- Implements and enforces in-house policies and procedures related to Paratext usage
- Works with the Global Translation Project Manager to monitor and report project progress using the Paratext Project Progress tool
- Manages project data and metadata on the Paratext Registry, DBL and Biblica API
- Helps facilitate Paratext translator training

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

This position reports on the quality of translation projects as well as any irregularities or inefficiencies found in the translation-publishing process. Anything non-routine needs to be passed to the GTTD. The GTTD is responsible for resolving any mistakes. Overseas travel may be required to attend and/or assist in Paratext workshops.

III. Reporting Relationships

This position reports directly to the GTTD. This is a remote position and is expected to work independently with a minimum of supervision.

IV. Resource Responsibilities

This position does not have any resource responsibilities.

V. Qualification and Competencies

- A.* Strong personal commitment to Christ and Biblica's Purpose, Mission Statement, Statement of Faith, Christian Community Policy
- B.* Understanding of structured text documents: use of styles, xml schemas, etc.
- C.* Excellent computer skills
- D.* Takes initiative to solve problems
- E.* Able to work remotely with minimal supervision
- F.* Excellent understanding of Paratext, may be learned on the job
- G.* Fluent in regular expressions (regex), may be learned on the job
- H.* Understanding of Unicode and the electronic implementation of writing systems, may be learned on the job
- I.* Able to work in all major world languages and their scripts
- J.* 2+ years working cross-culturally or 5+ years living overseas
- K.* Passport, ability to travel
- L.* Field experience with a Bible translation project, preferred
- M.* Fluency in a non-European language, preferred
- N.* Linguistic background/training in orthography and discourse genres, preferred
- O.* Knowledge of Biblical languages through in-depth personal or formal training, preferred
- P.* Training or experience adult education and/or workshop facilitation
- Q.* Electronic publishing or typesetting experience, preferred
- R.* Project management 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.