**Volunteer for translation of documents English-Spanish**

**Number of applicants:** Until project is finished.

**Dates and Time:** Not specified.

**Remuneración:** sin remunerar.

**Pay:** Unpaid work.

**Start date:** Immediately.

**Mode:** online.

**Description:**

Our Foundation “Esperanza y Alegría” needs a team of volunteers to help with the translation of different documents from English to Spanish and from Spanish to English.

In summary, we need support with the following:

* Our team that works in projects at our Foundation “Esperanza y Alegría” receives from our local sponsors in India lots of documents, and follow-up documents regarding projects that take place in Inida. All the documentation received is in English and that is why we need a volunteer to helps us with the translation of documents to Spanish.
* Furthermore, we need support at our department of Communications with the translation of articles in the web from Spanish to English.

**Tasks:**

All volunteers will support the department of Communication and Projects in the translation of documents from English to Spanish and Spanish to English.

Translations are delivered with punctuality and via online.

**Requirements:**

* Be older than 18 years old of age.
* High level of English certified.
* Include your resume.
* Be self-motivated and willing to help.
* Share the same values and mission of our Foundation “Esperanza y Alegria”
* We prefer candidates with knowledge and experience with translation.
* Unpaid work.

**Enrollment:**

If you are interested to become a volunteer, please fill out the enrollment form below and email it to us at: [voluntariado@fundacionesperanzayalegria.org](mailto:voluntariado@fundacionesperanzayalegria.org) In the subject of your email please type: “Volunteer for Translation” and we will reply to you as soon as possible. Thank you very much for your interest and your support.

**Enrollment Form**

**This part will be filled out by Foundation “Esperanza y Alegria”**

Date of First Contact:

Support in:

Date of Enrollment:

**This part needs to be filled out by volunteer:**

|  |  |
| --- | --- |
| **Name:** | **Last Names:** |
| **Identity Number:** | **Date of birth:** |
| **Address: (street, number, zip code, location, province):** | **Phone number:** |
| **Electronic mail:** | |
| **Do you work? (Use an “X”)**  **□ Yes (please specify your type of work**  **□ No** | **Languages (please specify which levels):** |

|  |
| --- |
| **How did you find out about our activities at our Foundation “Esperanza y Alegría”?** |
| **Write about your level of studies or professional experience** |
| **List your hobbies and interests here:** |
| **What motivates you to help us as a volunteer?** |
| **Experience as a volunteer (if you have experience write here the name of the association, the place, time of volunteer work and tasks you performed):** |
| **Training for volunteers (if you had training write here the courses’ names, name of organization that provided training, topics and year of attendance):** |
| **Dates that you wish to volunteer with us** |
| **Observations (you can add comments, ideas, and suggestions)** |
| **Date and signature** |

I read and agreed with the agreement of privacy by the Foundation “Esperanza y Alegría”

To comply with the current Spanish law about Protection of Personal Information, we need to inform you that your personal data will be incorporated in our system titled from our Foundation “Esperanza y Alegria”, with CIF G83014233 and location at C/ General Arrando, 42, Bajo Izquierda 28010, Madrid. The purpose is to answer your questions and provide you with information that might be of interest to you. In accordance to the law, Foundation “Esperanza y Alegria” informs you that the data will be preserved during the time that is strictly necessary to comply with requirements. Unless you inform us otherwise, we will assume your data has not changed. You understand that you need to notify us if your data has changed. Foundation “Esperanza y Alegria” informs you that it will take care of your data in a manner that is legal, loyal, transparent, and adequate. For that reason, Foundation “Esperanza y Alegria” promises to adopt reasonable measures to rectify data when is not exact. In accordance with the rights given by the law that protects personal data, you can access your data and correct it at any time. You can petition any requests to our email address: [administracion@fundacionesperanzayalegria.org](mailto:administracion@fundacionesperanzayalegria.org) Furthermore, we also inform you that you can contact our Manager of Protection of Data at our Foundation “Esperanza y Alegría”, via electronic mail to: dpo.cliente@conversia.es or you can contact the phone number: 902877192. You can visit any authority of control to expose any complaint. In this enrollment form, you accept our privacy agreement at our Foundation “Esperanza y Alegria”.