

Church of the Nazarene, Inc.
Job Description Summary

Title: Language Services Administrative Assistant
Department: General Secretary's Office
Reports To: Language Services Coordinator & Administrative Director

Summary:

This person will assist the Language Services Coordinator in managing translation and interpretation projects. Responsibilities include receiving, processing and billing requests for written translation as well as coordinating interpreters and technology/equipment needs for meetings. This position is temporary with part-time hours through the end of 2022 and a full-time schedule from January through July 2023.

Please contact Human Resources at humanresourcesgroup@nazarene.org for more details on the job description and qualifications. Thank you!