

Internship Job Description: Conference Interpretation Intern
Organization Name: CM Idiomas
Mexico

Company Overview:

CM Idiomas stems from the first translation and interpretation agency in Latin America. For nearly 70 years, our mission has been to contribute to global understanding and development by facilitating multilingual communication between people, institutions, companies, organizations and governments. We have provided translation and interpretation services to hundreds of Heads of State and Government and to all 12 Mexican Presidents since 1948. According to the 2015 Industry Report published by Common Sense Advisory, we are the 9th company in the region and the 1st in Mexico.

Qualifications:

Last term or recently graduated from a Conference Interpretation program

Job Requirements

- B (English) / A Spanish language combination or vice versa (minimum)
- Web skills, such as updating web pages, working on social media, feeding blogs

Ideal Qualities of the Candidate

Good social and communicative skills
Team player
Adaptability and motivation
Desire to grow and improve language knowledge
Willingness to share experience while learning

Primary Job Responsibilities

Job responsibilities will include, but are not limited to, supporting the LSP in the following tasks:

- Help organize webinars and courses on interpretation and/or translation
- Attend different events with interpretation, and assist interpreters and logistic coordinators
- Update our webpage with information on the industry
- Create glossaries
- Create support materials

Learning Opportunities

- Having the opportunity to work silent booth and, depending on the criteria of the interpreter in charge, the chance to interpret in the booth.
- Being listened to and receiving feedback from seasoned interpreters.
- Working with an intern who recently graduated from a Master's program on conference interpretation in the US and who has English as her A language.

Schedule

- Internships will be from October 15 to December 15
- 80 hours a month – open schedule depending on events

Inquiries

Inquiries should be directed to gcm@cmidiomas.com by October 1st. They should include a cover letter with ideas of what the candidate expects to gain from the experience, and how they will contribute to their co-workers. Please attach résumé. Interviews will take place on October 5th.