



Confederazione Mondiale  
Exallievi ed Exallieve  
di Don Bosco

Salesiani | Via della Pisana,  
1111 C.P. 18333 – 00163 Roma  
RM – Italia

+421 915 966 549  
office@exallievi.org  
www.exallievi.org



## Call for Translators for German language

The **World Confederation of Past Pupils of Don Bosco** are seeking to engage the voluntary service of translators to join a team of experts who assist World Confederation of Past Pupils of don Bosco in their written communication with over 100,000 members all over the world. The World Confederation set up a volunteer team of translators to translate written contents in five languages – **English, Italian, Spanish, French, and Portuguese**. Now World Confederation is looking for enlargement of this team for translator for **German language**, who will work freelance from home and is expected to convert written material from one or more languages into German language.

This new language of translations will be helping the World Confederation to communicate with its members all over the world also in German language. **Effective communication is one of the seven priorities in the Strategic Plan of the World Confederation for the period 2016 – 2021**, and the work of the translators is to ensure streamlined communication within the structure of the Past Pupils Movement and the Salesian Family. It is our aim to strengthen our communication strategy to provide an effective and efficient communication service.

**The German translator will be working on official documents issued by the Confederation, the publication of Exallievi Newsflash, the manuals that will be produced as indicated in the Strategic Plan and the Flagship projects for 2016 – 2021 and any other written documents and communication that are issued by the Presidency of the World Confederation of Past Pupils of Don Bosco.**

### **The role of the translator will include:**

- Reading through original material and rewriting it in the target language for translation, ensuring that the meaning of the original text is retained;
- Liaising through e-communication with original authors to discuss any unclear points;
- Proofreading and editing final translated versions;
- Providing translated text with a grammatically correct, well-expressed final version of the translated text, usually as a word-processed document;
- Using the internet and email as research tools throughout the translation process;
- Try to meet agreed deadlines.

If you are **fluent in English ( or another one ) and German language** and wishes to join our team of translators, we are asking you to **send your Curriculum Vitae** and a **covering letter stating the reasons for applying** to join our pool of translators.

The number of hours entailed on this voluntary work may vary from time to time and you may opt to indicate the number of hours which you are willing to offer as voluntary work.





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In the letter, you are also asked to indicate the languages from which you feel confident to translate to German.

It is expected that people applying to join the team of translators are fluent in one of the languages indicated above and German. People who are actively involved with the Salesian Family will be considered an asset.

Applications are to be sent to the email address: [office@exallievi.org](mailto:office@exallievi.org) by not later than **23<sup>rd</sup> march 2019**

Michal Hort

President of World Confederation of Past Pupils of Don Bosco

