
Translation and Interpreting Project Management Internship

Location: Boston, MA, USA

Are you studying Translation or Foreign Languages?

Do you want the chance to not only implement what you are learning, but also acquire new skills while being part of a close-knit and dynamic team?

Through training, coaching and hands-on experience you will have a chance to become a professional Translation Project Manager at Language Connections. We are a Boston-based, multi-lingual translation agency. We provide translation and interpreting support for top names, including Harvard, MIT and the United Nations, for various projects and international conferences. We are constantly involved with exciting language-related events both nationwide and globally.

OBJECTIVES - What should you expect from us:

- You will learn about the technology and processes involved in the world of modern language services.
- You will make international contacts.
- You will have real responsibilities with direct impact on the company's bottom line, working side-by-side with senior project managers.
- You will get our full support in your professional development and future career.

REQUIREMENTS - What we expect from you:

- You should be a student or a graduate in Translation, Linguistics or related studies;
- Six months full time commitment
- Very good written and spoken English
- Proficiency with computers and most common software (Word, Excel, PowerPoint, Acrobat);
- Superior organizational skills and strong sense of accountability
- Talent for creative problem-solving
- A detail-oriented and service-oriented personality

ADDITIONAL SKILLS – These skills are not required, but they would be an asset:

- Previous experience in the fields of translation/interpretation/linguistics
- Ability to work in an international environment; interest in global culture
- Excellent presentation and interpersonal abilities
- Knowledge of CAT tools (i.e., SDL Trados)
- Knowledge of other languages

Main activities include:

- Assembling teams of freelance translators and editors for each project and managing in-house resources and external vendors efficiently and cost effectively
- Exercising sound judgment in keeping involved parties informed at all times. Keeping clients updated regarding potential difficulties and/or issues affecting cost and turn-around time.
- Managing major client accounts: initial planning, estimating services, delivering final files, invoicing.

We offer you job training and help you acquire the necessary skills that have allowed many of our European interns find work in the industry soon after completing their internships. We will help you find housing and help with any logistical issues. This is currently an unpaid position. After a 6-month internship period, we could offer an extended paid period of training.

If you are interested, please send your resume and cover letter to
(leo@languageconnections.com).

We look forward to hearing from you!