

**THE DENVER CENTER FOR CRIME VICTIMS**  
**Job Description**

**Job Title:** Translation & Interpreting Center Staff Support

**Purpose:** Volunteers are trained to provide administrative support to the Translation & Interpreting Center

**Reports To:** Director of Training and Volunteer Services

**Contact:** Kathi Fanning, M.S., L.P.C  
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**Responsibilities:**

1. Provide phone support, including recording messages and providing customer service.
2. Greet customers and process translation requests.
3. Process assignment requests from customers, including assignment, confirmation and record keeping
4. Provide updates to TI Center database.
5. Process “contractor invoices” and “verification of service” forms into the accounts payable system.
6. Any other related duties as assigned by DCCV staff.

**Qualifications:** 18 years of age or older; ability to work morning or afternoon shifts; possess both excellent organizational and communication skills – both written and verbal. Must have the ability to work with a wide range of people from diverse ethnic and cultural backgrounds. Bilingual Spanish preferred.

**Special Requirements:** Complete initial training; minimum three-month commitment to program; background records check.

**Benefits:** The TI Center Staff Support position provides an opportunity to support victims of crime with translation and interpreting services through administrative duties.

The DCCV is an equal opportunity employer. As such, reasonable accommodations for persons with disabilities will be made in compliance with the Americans with Disabilities Act (ADA).