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| Global Radio Ministries  Language Review – Print & audio | | | | | | | | | | | | A logo with a cross  Description automatically generated |
|  | | | | | | | | | | | | |
| JOB TITLE: | | | Language Reviewer | |  | | JOB CATEGORY: | | | | | Production |
|  | | |  | |  | |  | | | | |  |
| Department/Group: | | | Print & Audio Production | |  | | Job code/Req#: | | | | | GRM 103 |
|  | | |  | |  | |  | | | | |  |
| Location: | | | Fresno/Clovis | |  | | Travel required: | | | | | No |
|  | | |  | |  | |  | | | | |  |
| Level/Salary range: | | | Volunteer | |  | | Position type: | | | | | PT – Part Time |
|  | | |  | |  | |  | | | | |  |
| HR contact: | | | Director | |  | | Date posted: | | | | | 11/10/2023 |
|  | | |  | |  | |  | | | | |  |
| Will train applicant: | | | Yes | |  | | Posting expires: | | | | | -- |
|  | | |  | |  | |  | | | | |  |
| External posting URL: | | | www.globalradioministries.com | |  | | Internal posting URL: | | | | | N/A |
|  | | | | | | | | | | | | |
| APPLICATIONS ACCEPTED BY: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | Fax or Email: | | Darin@globalradioministries.com |  | |  | | Subject line: | | | Language Reviewer Application | |
|  | | | | | | | | | | | | |
| JOB DESCRIPTION | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | Role and Responsibilities  Use computer and provided resources to review translations performed by others in-house. Check for translation accuracy and audio recordings for acceptability.   * Assist in the verification of Dr. Cecy’s materials converted into Mandarin text and audio. * Review, verify and edit short sections of Mandarin text and submit for updating and proper recording.   All software and application access are provided. Fluency in Mandarin is required. Translated text files, as well as original English are made available online for review and use in editing the Mandarin result.   1. Use your own or a provided computer. 2. Instructions, training and in-service help provided. | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | Qualifications and Education Requirements   * Average computer skills required. * Fluent in Mandarin * Ability to work with Microsoft Word * Be a professing Christian in agreement with the Statement of Belief of GRM | |  | | |  | | Preferred Skills   * Basic understanding of formatting of text * Basic understanding of copying and pasting, uploading and downloading and saving of files. | | | |
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|  | | Additional Notes  This position reports to the Director of Global Radio Ministries and is an at-will volunteer position. The purpose is to assist GRM and JARON Ministries International in the dissemination of Dr. James M Cecy’s training and teaching materials to as many people as possible. | | | | | | | | | | |
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| REVIEWED BY: | | | Director |  | | | DATE: | | | 10/31/2023 | | |
|  | | |  |  | | |  | | |  | | |
| Approved by: | | | Director |  | | | Date: | | | 10/31/2023 | | |
|  | | |  |  | | |  | | |  | | |
| Last updated by: | | | HR Manager |  | | | Date/Time: | | | 10/31/2023 13:35 | | |