



**Job Title:** Translator

**Job Location:** Culinary Union: 1630 South Commerce Street Las Vegas, NV 89169

**Employment Type:** Full-time / \$55,141 annually

**Accountable to:** Grievance Department Director, Staff Director, President, Secretary-Treasurer

**Start Date:** Immediately

**Education:** Bachelor's Degree preferred, but not required

The 60,000-member Culinary Workers Union Local 226 is seeking a Translator based in Las Vegas, Nevada. As a Translator with the Culinary Union, you will be part of a team that has won a strong standard of living for hospitality workers through strategic organizing and innovative comprehensive campaigns.

The Culinary Union has improved the lives of hundreds of thousands of Nevada hospitality workers and their families with union wages and comprehensive benefits. In eight decades, the Culinary Union has become an essential economic institution and a strong political force in the Battle Born State.

The Culinary Union is part of UNITE HERE, a dynamic union that represents over 300,000 workers in gaming, hotel, and food service industries in the U.S. and Canada.

The Culinary Union is a national leader in organizing and representing hospitality workers in the gaming industry. Culinary Union members work as housekeepers, cooks, cocktail servers, kitchen workers, servers, and bellmen in the casino resorts on the Las Vegas Strip and Downtown Las Vegas. Over the past three decades, the Union has tripled its membership from 18,000 in 1987 to over 60,000 today.

**Position details:**

- Hourly: \$26.51 an hour
- Work hours: 8:00am-4:00pm, Monday – Friday, some overtime may be required. This role pays overtime for hours worked above 40 per week.
- This full-time permanent staff position is eligible for free coverage under the Culinary Union's unrivaled health plan (zero-deductible, no monthly premium, full family coverage, includes vision, dental, mental health, physical therapy, urgent care, and emergency), a pension, 401k contributions, and other excellent benefits after 4 months.

- Benefits include access to the Culinary Union’s Legal Service Fund and Housing Fund.
- Benefits include access to the Culinary Health Center, an innovative, high-quality, multiservice facility which includes primary, preventative, pediatric, dental, and vision care in one convenient location. Access to two Culinary “Free” Pharmacies – one at the Health Center and the other near the Culinary Union. Both Culinary “Free” Pharmacies dispense generic drugs for free.
- Paid vacation, holiday time off, floating holidays, earned sick days, and personal time off.

**Primary responsibilities (include, but are not limited to):**

- English to Spanish and Spanish to English translation:
  - Contracts (Collective Bargaining Agreements).
  - Grievance and worker statements.
  - Complaint statements.
  - Presentations, surveys, and reports.
  - Flyers, letters, notes, leaflets, newsletters, and memos.
  - Website, emails, text, and social media content.
  - Legally required annual statements from the Culinary Union’s 401k and Pension affiliates.
  - Other translation and interpretation projects, as assigned.
  - Grievance intake, as assigned.
- Proofread and finalize translations done by others.
- Interpretation (may be off site):
  - Interpret over the phone and in-person (consecutive or simultaneous).
  - Grievance meetings.
  - Mediations and other legal proceedings.
  - Small, medium, and large meetings.
  - Interpret large meetings (using equipment).
- Work in collaboration with other departments throughout the Culinary Union to support organizational goals.

**Qualifications required:**

- Fluency in Spanish and English - reading, writing and good grammar.
- Excellent organizational, communication, and computer skills.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office software programs and Outlook Mail.
- Capable of working in a fast-paced environment where priorities change quickly.
- Aptitude for learning new computer software and programs.
- Confidentiality.
- Experience with translating and interpreting.

- Completed some translating/interpreting training.
- Must be detail-oriented, resourceful, take initiative, and have a demonstrated ability to successfully manage multiple projects on deadlines.

**Preferences (not required):**

- More than 5 years of translating and interpreting experience.
- Knowledge of legal terminology.
- A good communicator with a positive attitude.
- A team member willing to help out in all aspects of the Culinary Unions' work in order to help the organization and workers continue to fight and win for working families in Nevada.
- Bachelor's Degree and/or other applicable court certifications (from any state).

**To find out more about the Union:**

- 1) Review the following website and social media accounts for the Culinary Union:
  - [www.CulinaryUnion226.org](http://www.CulinaryUnion226.org)
  - [www.Twitter.com/Culinary226](http://www.Twitter.com/Culinary226)
  - [www.Facebook.com/Culinary226](http://www.Facebook.com/Culinary226)
  - [www.Instagram.com/Culinary226](http://www.Instagram.com/Culinary226)

**To apply:**

- 2) Send resume and a letter of application: [jobs@culinaryunion226.org](mailto:jobs@culinaryunion226.org)

Applications will be reviewed until the position is filled.  
The Culinary Union is an Equal Opportunity Employer.

*For more information about the Culinary Union, go to [www.CulinaryUnion.org](http://www.CulinaryUnion.org)*