Job Description: Translation Coordinator

Organisation	Human Rights Measurement Initiative (HRMI)
Location	**Remote**; work from home in a time zone that has at least 2 overlapping hours between 8am–8pm MYT (Mon–Fri).
Hours	We anticipate this project to take no more than **200 hours** in total, worked flexibly at the contractor's discretion. Tasks will be given periodically.
Employment term	September 2025 – March 2026, though the workload will be heavier in the middle of the project.
Remuneration	**$1000 USD** for the entire project, paid in two instalments ($500 USD per payment to be invoiced by the end of Dec 2025 and Mar 2026).
Reports to	HRMI Survey Operations and Engagement Lead.
Apply before	19th July 2025; please email your CV and Cover Letter to **support@hrmi.ngo**
Proficient in at least 2 HRMI Survey Languages	Arabic, Portuguese (Brazilian), Portuguese (European), Spanish, French, Russian, Korean, Vietnamese, Thai, Simplified Chinese, Traditional Chinese, Bahasa Indonesia, Kazakh, Kyrgyz, Bangla, Hindi, Nepali, Tamil, and Sinhala.

What we do

The **Human Rights Measurement Initiative** (HRMI) is a global not for profit working to produce comprehensive, free, easy-to-access scores tracking the human rights performance of countries around the world. All our data are published on the **Rights Tracker**.

The HRMI team is a fast-paced, high-achieving group of people, and everyone on the team is kind and enjoyable to work with. We are an empowering, diverse, and inspiring team to be part of - working hard to make the world a better place. Come and join us!

HRMI is a registered charity in Aotearoa New Zealand with a base the United States, and contributors across the globe. New members to the HRMI team will be warmly welcomed into a supportive and fast-paced global team committed to improving people's lives around the world by producing world-changing human rights data.

Position overview

We are seeking a **detail-oriented** and **highly organised** Translation Coordinator with **proven experience in language coordination** to manage multilingual translation projects from initiation to delivery. The ideal

candidate has previously worked in translation or localisation organisations, is familiar with coordinating teams of linguists, and is comfortable working in a fast-paced, deadline-driven environment.

Our ideal candidate is a **highly organised self-starter**, has **an eye for detail**, picks up new things quickly, with a great attitude to tackling both small and large tasks. You'll be a great communicator, poised under pressure, have plenty of initiative, and be used to managing your own workload.

Our values

Collaboration – We draw on the knowledge of human rights experts in countries around the world, and build bridges between those experts, academics, and others to better understand and promote what improves human rights outcomes.
Usefulness – We exist to serve the world. We produce work that is useful and valuable for a range of people, and constantly iterate to improve its usefulness.
Rigour – We submit all our work for academic peer review and pursue the highest standards of rigour in producing our data.
Transparency – We are clear about our methodologies and their shortcomings, so that data users know where our measures have come from and can help initiate improvements.
Innovation – We actively seek fresh insights to advance human rights through the development of new measures and new ways of using them to impact change.
Independence – In order to be credible, we produce measures of human rights independent of governments and other actors who may have conflicts of interest.

The role and responsibilities

Project Coordination
- Oversee and manage the translation process for content into 6-10 languages, ensuring timely and accurate delivery.
- Assign tasks to proofreaders based on language expertise, availability, and project needs.
- Liaise with proofreaders to ensure our survey and survey communications are accurately translated.
- Support in HRMI's Rights Tracker update.
- Support in preparing survey materials for all our survey countries.

Tool Management
- Explore and suggest a feasible translation tool. Currently HRMI uses Matecat, though would be willing to migrate based on the Translation Coordinators recommendation.
- Upload and maintain glossaries on online translation tool.
- Ensure proper file formatting, version control, and consistent terminology usage.
- Ensure accurate input into survey tool and Rights Tracker .

Quality Assurance
- Coordinate the review process with proofreaders for each language.
- Perform initial language checks for select languages in which you have proficiency.
- Help resolve any linguistic, technical, or scheduling issues that arise.

Language Expertise
- Provide linguistic support in at least 2 of the survey languages.

You will bring

- Excellent **attention to detail**, and **a very strong focus on accuracy**.
- 2+ years of experience in translation project coordination or language services.
- Fluency in English and the ability to work with a range of languages (alongside proofreaders). Understanding of **at least two** other HRMI survey languages preferred.
- Familiarity with HTML codes is a great advantage.
- Past success in similar, autonomous, linguist roles e.g., at Global Voices, Translators without Borders, Amnesty International (Language and Translation), United Nations (UNTERM, eLUNa teams), etc.
- Competency in using CAT tools such as Matecat.
- A growth mind-set and interest in researching and learning new tools.

Employment conditions and compensation

- This is a fixed-term independent contractor position to begin September 2025 and end 31 March 2026. We hope that as further funding is secured the contract will be extended.
- The successful candidate can choose to work from anywhere. Hours can be worked flexibly at the contractor's discretion, so long as some hours cross over with the MYT time zone.
- The candidate must ensure their devices have good cyber hygiene (both computers and phones), equipped with anti-virus protection and have a high-speed internet connection. The candidate is required to comply with all organisational and security policies.
- The successful candidate will be working independently as a contract consultant.
- As this is an independent contractor position, the candidate will be responsible for ensuring compliance with all local employment regulations, including filing their own income tax returns and ensuring they have adequate insurance.
- The Translation Coordinator will work closely with colleagues based in Asia, so some working hours should overlap with the workday there. As we are a global team, the role will also involve occasional joining of Zoom calls outside of usual business hours.