



PYXERA Global, a nonprofit based in Washington, DC, will be implementing an international corporate volunteer program in São Carlos, Brazil with IBM. The program is scheduled to take place from March 13th – April 8th, 2017, and PYXERA Global is seeking university students currently residing in São Carlos to provide interpretation/program support services for the team of corporate volunteers staying in São Carlos.

The selected interpreter(s) main responsibilities will include, but may not be limited to, the following:

ACTIVITIES

- Sequential Interpretation or written translation (both ways; Portuguese-English) during the IBM Corporate Service Corps program (March 13th – April 8th, 2017) during regular working hours.
- Research assistance associated with the project's scope of work.
- Facilitation in meetings and interviews with project stakeholders.
- Support to local team for preparing presentations in local language.
- Guidance in project city and education about local customs and culture.
- Safety guidance, ensuring team avoids risky areas in project city.
- Coordination of program activities with PYXERA Global and Local Client Project Coordinators.

KNOWLEDGE AND SKILL REQUIREMENTS

- Ability to work with cross-cultural teams.
- **Native Portuguese speaker, with excellent English speaking and writing skills.**
- Strong organizational, facilitation, and communication skills.
- Reliability and time-flexibility.
- Currently pursuing or recently completed a university degree (Preferably in International Studies, Business, Journalism, Communications, Languages, and Corporate Social Responsibility).

TO APPLY

To apply, please send to Clarissa da Silveira e Silva (csilva@pyxeraglobal.org) the following documents by **February 8th, 2017**:

- Resume in English
- Cover letter in English
- 3 Writing Samples

The email title should state: **"Project Assistant – São Carlos, Brazil"**

PRE-SELECTED INTERPRETERS/PROJECT ASSISTANTS

Pre-selected project assistants will be interviewed via Skype or in person in São Carlos. Compensation will be \$500 USD for 4 weeks (or 20 working days).