



OrphanCare Foundation

No. 6, Lorong SS 1/24A, Kampung Tunku, 47300 Petaling Jaya, Selangor, MALAYSIA

Tel +6 03 78761900 **Fax** +6 03 78751900 **HP** +6 010 283 0528

Email admin@orphancare.org.my **URL** www.orphancare.org.my

VOLUNTEER POSITION: Translator - English to Bahasa Melayu

REPORTING TO: Communications Department of OrphanCare Foundation

ROLE:

We need materials written in English to be translated into Bahasa Melayu.

Current needs includes:

1. Copy editing – Review copy to ensure consistency of language and tone in line with OrphanCare’s intent for such material.
2. Static Marketing Materials – Assist translating our core materials including website, corporate brochures, leaflets, etc.
3. Dynamic Marketing Materials – Assist translating content as and when needed, such as newsletters, brochure, pamphlets, slides presentation, etc.

Translation jobs will be assigned as needed and can be completed remotely.

If you have experience/advantage in;

- - Fluent in English and Bahasa Melayu
- - Strong Bahasa Melayu copywriting skills
- - Professional English-Malay translation experience

Care to join us in donating your time and skills to OrphanCare Foundation, please email volunteer@orphancare.org.my

Our team look forward to welcoming you in putting a smile and spread love to the children.