



Research Assistant II
Full-time, Short-term (1 month)
Location: The Philippines (remote)

About Free the Slaves

Founded in 2000, Free the Slaves (FTS) is a pioneer and leader in the global effort to eradicate slavery. Our mission is to liberate those in slavery and change the conditions that allow slavery to persist. Free the Slaves works at the grassroots level to empower vulnerable individuals and communities to achieve freedom from slavery and develop resistance to slavery. We work with and through local partners to build national capacity to combat slavery and trafficking. We advocate for policies and laws that help in the fight against slavery. We are committed to rigorous assessment of our work and scrupulous integrity in the use of donor funds.

Headquartered in Washington, D.C., with programs in Africa, Asia, the Caribbean, Latin America and the Middle East, Free the Slaves has a diverse and expert staff and a highly engaged and supportive board of directors. For more information, see: www.freetheslaves.net.

Position Description

Free the Slaves is seeking a Research Assistant who can support transcription and translation for a research project in the Philippines. The ideal candidate will possess an interest in human trafficking and climate change and have experience with transcription and translation. The Research Assistant will be a valuable addition to the project research team and will contribute to the timeliness and quality of research processes. This role involves the ability to transcribe audio recordings efficiently and translate transcripts to English effectively, accurately representing complex phenomena. The role requires critical thinking, organization, writing, communication, and passion for the FTS mission. The position will provide the candidate with training opportunities and direct exposure into the workings of human rights organizations. The Research Assistant will report to the Research Program Coordinator, based in Washington, D.C.

Key Responsibilities

The Research Assistant will:

- Participate in a research training with the project team.
- Transcribe and translate audio recordings of survey data with efficiency and accuracy.
- Submit transcripts in the source and translated languages on a weekly basis.
- Meet with the Research Program Coordinator on a weekly basis to discuss progress.
- Revise transcripts as needed, upon feedback from the project team.

Qualifications

The ideal candidate will:

- Possess a Bachelor's degree or be enrolled in a graduate program at an accredited university in the following fields: international development, human rights, environmental studies, law, public policy, international relations or affairs, or another relevant field.

- Have 1-3 years of experience in transcription and translation for research.
- Have a demonstrated history of academic and professional excellence.
- Be fluent in English, Cebuano and/or Waray, both written and orally. Applicants with strong written and oral language skills in these two local dialects will be given preference.
- Possess excellent written and oral communication skills in English, Cebuano, and/or Waray and the ability to transcribe in Cebuano/Waray and translate written content from Cebuano/Waray to English.
- Be willing and available to transcribe and translate transcripts for a total of 4 consecutive weeks.
- Be well organized, self-motivated, reliable, and able to work well both independently and as a part of a team. Successful candidates will demonstrate a history of accepting direction, taking initiative, and working well with both supervisors and peers.
- Have a demonstrated history of interest and/or involvement in the anti-human trafficking or climate change movements.
- Have a functioning knowledge of Microsoft Office, Google Suite, and other transcription and translation tools.
- Demonstrate an ability to engage cross-culturally and collaborate with global staff at a professional level.
- Be available to start in early July (contingent upon project approval) and work full-time for a duration of approximately 1 month.

How to Apply

Applications should include 1) a tailored cover letter that outlines how your interest, skills and experience meet the qualifications for the position, 2) resume, and 3) a list of two references.

PLEASE SUBMIT YOUR RESUME and COVER LETTER TO: careers@freetheslaves.net by June 27th, 2022 5:00 p.m. PHST. Applications will be reviewed on a rolling basis.

Please include your last name in the title of the submitted document.

Free the Slaves is an equal-opportunity organization. Qualified applicants are considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.