



SIL is a global, faith-based, nonprofit organization whose vision is to see people flourishing in community using the languages they value most. In order to realize this vision, we need staff trained in linguistics, translation, literacy and related disciplines, and also those who will manage projects and provide administrative and specialist support of various kinds. In SIL Eurasia, where we focus on the language communities in the part of the world pictured above, our most urgent needs include many different kinds of workers. If you have the interpersonal skills listed on page 2 and the technical skills listed under each staffing need, please consider joining us! For more information, check out our website: <https://eurasia.sil.org/>.

## Top Staffing Needs (Summary)

Area – Administrative Assistant to the Area Director Team (R7442)	North Eurasia – Data Coordinator (R5867)
Area – Bookkeeper (R7338)	North Eurasia – Linguist/Translator (R3676)
Area – Senior Software Developer (R4466)	North Eurasia – Elementary Teacher (31435a)
Area – Development Events Coordinator (R5515)	Mediterranean – Translation Coordinator (R5897)
Area – Candidates and Recruitment Coordinator (R4896)	Mediterranean – Tutor (R5876)
West Asia – Literacy Specialist (28960a)	Mediterranean – Arts Worker (29137a)
	Mediterranean – Project Manager (29147a/29148a)

## Interpersonal Skills for Serving in SIL Eurasia

- Spiritually resilient, skilled at work/life balance, especially when on one's own
- Service-oriented, focused on networking, training, and letting others try
- Comfortable in multi-cultural team settings, virtual and face-to-face
- Demonstrating respect and value to those who are not the same as us
- Flexible, responsive, innovative, and risk-tolerant



## Top Staffing Needs (Details)

### AREA – ADMINISTRATIVE ASSISTANT TO THE AREA DIRECTOR TEAM

Workday Requisition ID – R7442

Full-time (1.00 FTE); *Europe preferred*



Do you enjoy research? Do you communicate well? Are you comfortable with workplace computer technology? The Area Director of the work in what we call “Eurasia” requires an assistant who is well-organized and loves logistics. The Area Director Team meets regularly to discuss plans, strategy and services for the Area. An administrative assistant would arrange logistics for their meetings, whether online or face-to-face, and help them carry out their decisions. A key role would also be to plan, organize, and manage special events (conferences, workshops, training events, and meetings of all sizes) for Eurasia Area team leaders and staff. The venues are often in Europe, though other locations are sometimes used. An informational video is available about this position. Please ask the person who sent you this report to show it to you.

#### *Main responsibilities:*

- Setting up, attending and documenting Area Director Team meetings
- Being responsible for logistics for Area-level events like training workshops, services staff meetings, and the “Welcome to Eurasia” event for new staff
- Performing logistics tasks such as booking venues, collecting arrival information, tracking expenses, communicating with participants regarding arrangements, and ensuring practical onsite support

## AREA – BOOKKEEPER

Workday Requisition ID R7338

Part-time (0.80 FTE); *remote*



Are you known for being detail-oriented? Do you like working with numbers? Do you breathe a sigh of satisfaction when everything is arranged as it should be? Are you ready to learn new skills and procedures? If so, then our bookkeeping role may be just what you're seeking! This is a very responsible, urgently needed position. Ask us for more information.

### *Main responsibilities:*

- Preparing and processing monthly financial data
- Managing wire transfers/requests
- Submitting charges, handling accruals and adjustments submitted by finance colleagues
- Reconciling bank and ledger accounts monthly or as needed
- Working with the Area Director of Financial Services to provide advice and counsel on financial matters to our leaders

## AREA – SENIOR SOFTWARE DEVELOPER

Workday Requisition ID R4466

Full-time (1.00 FTE); *remote*



Do you want to develop web software, but not just any web software? We are looking for enthusiastic and capable senior software developers to lead the way in developing and expanding our web platform. This will enable the web promotion of engaging and useful digital Scripture translations, along with a growing range of multimedia language development content for minority languages. Having expanded beyond Eurasia, we currently support over 800 minority language Scripture websites and over 1200 Scripture Apps—and we want to grow those numbers. If you have a background in software development, have troubleshooting, problem-solving and communication skills, and if you enjoy learning new things, then you could be the one to take on major responsibilities in our team!

### *Main responsibilities:*

- Leading the interactive planning process within an agile-type project to create a prioritized and structured set of current tasks for the team
- Coordinating, mentoring, and directing the training of the developer team across multiple locations worldwide, setting the example for professional development yourself
- Promoting and refining the practice of testing, improving, and debugging software
- Engaging the software team in writing technical reference and training documentation

## AREA – DEVELOPMENT EVENTS COORDINATOR

Workday Requisition ID R5515

Part-time to Full-time (0.75 to 1.00 FTE); *Europe*



Do you have a heart for the minority language communities of eastern Europe, Siberia, Central and West Asia, and the Mediterranean? Do you consider yourself flexible, friendly, and welcoming? If you're not a linguist, but you do enjoy organizing events and managing complex logistics, and you're proficient in Google applications and online meeting technologies, then this role would allow you to make a significant contribution to ministry in this region. It is very urgently needed.

### *Main responsibilities:*

- Managing virtual events from communication with organizers and participants through the event experience to follow-up, ensuring back-up support as needed
- Managing face-to-face events from communication with organizers, venue staff, and participants through presence at the event itself to follow-up afterwards
- Arranging publicity for events
- Reporting to appropriate administrators on event feedback

## AREA – CANDIDATES AND RECRUITMENT TEAM COORDINATOR

Workday Requisition ID R4896

Full-time (1.00 FTE); *Europe preferred*



Are you an experienced manager who could provide creative input for bringing new language and support staff onto the Eurasia team? The SIL Eurasia Candidates and Recruitment team needs a coordinator! We're seeking someone to manage relationships with our recruiting partners and promote our staffing needs. The coordinator is also responsible for supervising the recruitment liaisons and overseeing the screening of prospective candidates for service in Eurasia. Good communication skills are a must!

### *Main responsibilities:*

- Providing leadership to the Candidates and Recruitment Team and interfacing with the larger HR Team
- Relating to recruiting partners
- Developing and carrying out strategy for digital and print advertising in cooperation with SIL Eurasia Communications
- Leading the annual Taste and See Trip

## WEST ASIA – LITERACY SPECIALIST

Workday Requisition ID 28960a

Full-time (1.00 FTE); *in-region*



Are you a patient, persistent, and loving teacher? Do you work well on a team? Do you have experience as a literacy worker, and are you ready to be trained to take up a specialist role? We are seeking someone to collaborate with communities in a variety of literacy projects, teaching the skills of reading and writing, as well as developing literacy materials and training local teachers to use them and to create their own. You should be able to work with minimum supervision, yet be open to input and advice from team leaders. A special person is needed for this specialist role!

*Main responsibilities:*

- Developing and using culturally-appropriate literacy tools
- Modeling effective teaching methods and materials development
- Building up and motivating independent local literacy workers
- Helping plan and coordinate literacy workshops

## NORTH EURASIA – DATA COORDINATOR

Workday Requisition ID R5867

Part-time (0.50 FTE); *in Europe or remote*



Are you a detail-oriented person with a penchant for accuracy? Those who administer our work in one large region of Eurasia are seeking someone to keep current our language and program information and statistics. This will benefit our own staff and our partners, as well as providing up-to-date information for users of the SIL publication *Ethnologue*. Good communication skills are needed, as information goes into two different databases, each having different needs and requirements. This position could be located in Europe or anywhere with good internet.

*Main responsibilities:*

- Communicating with database managers and language teams to coordinate data sharing
- Consulting with database managers about required information, formats and procedures
- Conducting other research as needed, as well as responding to special requests

## NORTH EURASIA – LINGUIST/TRANSLATOR

Workday Requisition ID R3676

Full-time (1.00); *in-region*



This initial-level role is found in one of the most linguistically diverse locations in the world. Are you more than a behind-a-desk linguist, up for an exciting challenge? Are you a self-motivated team player who finds enjoyment working in a multicultural environment? This is the kind of person we're seeking. One absolute necessity is having a committed prayer team. By serving on our team, you would be reaching out to several language communities without known believers. There are also some challenges: linguistic complexity; the political, religious, and socio-economic environment; even the process of obtaining a visa. Yet the joy that comes from seeing lives transformed transcends all these challenges!

### *Main responsibilities:*

- Learning the national language and culture, then learning the target language and culture
- Working in a team to set goals, plan, and organize your tasks
- Carrying out language analysis as a team and writing up your findings, laying the foundation for translation work
- Building relationships and a strong translation team, providing exegetical input for translators from the community

## NORTH EURASIA – ELEMENTARY TEACHER

Workday Requisition ID 31435a

Full-time (1.00 FTE); *in Central Asia*



Can you understand and empathize with children growing up in cross-cultural situations? Do you have experience being a student or teaching in cross-cultural settings? Can you encourage awareness of cultural differences and communicate effectively to a class that includes children from various countries? Alongside teaching, demonstrating Christlikeness and providing supporting activities and counsel will allow you to bless the families who minister in this Central Asian location.

### *Main responsibilities:*

- Planning for and teaching all basic subjects in English for elementary age students (grades 1-6)
- Promoting helpful mental/social development and sound study habits in a positive, stimulating classroom environment
- Helping as needed with outside-of-school activities
- Maintaining records in accordance with school standards
- Evaluating students' work and attitudes, discussing problems and progress with parents

## MEDITERRANEAN REGION – TRANSLATION COORDINATOR

Workday Requisition ID R5897

Part-time (0.50 FTE); *in-region or remote*



Do you have experience in a translation project? Are your organizational and communication skills strong? Would you like a part-time role that could be carried out remotely? Our field group in the Mediterranean Region would appreciate having on board a Translation Coordinator with a good knowledge of and enthusiasm for translation issues. While the main focus of a Translation Coordinator is to coordinate the work of the region's Translation Consultants, the activities of this role are varied and critical for the good functioning of our translation teams in the region.

*Main responsibilities:*

- Ensuring that the work of the Translation Consultants is distributed fairly and that teams receive their services as needed
- Collecting and reviewing translation checking reports
- Overseeing translation consultant development
- Relating to field staff as well as to the Area Translation Coordinator
- Engaging in short-term research tasks that will benefit translation teams

## MEDITERRANEAN REGION – TUTOR

Workday Requisition ID 5876

Full-time (1.00 FTE); *in-region*



Are you a practical servant with a love for kids and some teaching experience? A family from the US with three children (grades 6, 8, and 10) lives in a sensitive country and needs a tutor to assist in home schooling. There is a 6-month minimum commitment, but serving a full academic year would be preferable. Tutoring will be in English. Not strictly required, but appreciated, would be advanced mathematics skills (advanced algebra, trigonometry, perhaps some pre-calculus) and/or violin teaching skills.

*Main responsibilities:*

- Teaching multiple grade levels including middle and high school grammar and writing, history, and some math (curriculum provided)
- Preparing lessons, adapting some assignments as necessary to individual students, and printing needed materials
- Reading aloud to students (quite a bit)
- Keeping up with checking assignments and accountability

## MEDITERRANEAN REGION – ARTS WORKER

Workday Requisition ID 29137a

Full-time (1.00); *in-region*



Are you fascinated by the music and art of other cultures? Are you trained in discovering how people communicate artistically? If not, would you like to be? An Arts Worker begins by getting to know the artists of a community. After that is identifying how they use arts and helping them find ways to integrate artistic expression into community and language program goals. You would be helping communities engage with Scripture through their own means of artistic expression! See <https://www.sil.org/arts-ethnomusicology> for more insights.

### *Main responsibilities:*

- Promoting engagement with Scripture through the arts
- Discovering local ways of artistic communication
- Collaborating with artists, community leaders, and language teams to spark discussion, creativity, and celebration
- Working with the community to determine how the arts can contribute to and enhance their language development goals

## MEDITERRANEAN REGION – PROJECT MANAGER

Workday Requisition IDs 29147a/29148a

Full-time (1.00 FTE) or part-time; *in-region*  
*or remote*



Do you have experience in project management? Have you seen in yourself an aptitude for cross-cultural personnel relations and task management? Can you manage funds well? Are you a competent trainer and mentor? Teams in the Mediterranean region require managers who can do all those things. We are currently seeking two Project Managers. These are challenging positions, but very rewarding. Depending on personal circumstances, Project Managers can be located in the Mediterranean Region or elsewhere and be full- or part-time.

### *Main responsibilities:*

- Identifying capital and staff, technology and training needed for the project
- Guiding, training, and mentoring project staff
- Ensuring proper standards and controls are in place, then reviewing progress and results
- Managing finances and providing accountability
- Liaising with project staff, regional directors, consultants, and project funders



## Contact Information

For more information on any of these positions, please write to...

**HRSupport\_Eurasia@sil.org**  
**SIL Eurasia Area HR Services**  
**Candidates and Recruitment**

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*Please continue to pray for the girls and young women of West Asia.*