



Top Staffing Needs in SIL Eurasia

September 2022



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)

West Asia – IT Support Specialist (R9585) **URGENT**

Area – HR Services Manager (R9305, R9306)
URGENT

Area – Candidates & Recruitment Intern (R5473)

Area – Communications Assistant (R6403)

Area/North Eurasia – Contingency Preparedness Coordinator (R7678)

North Eurasia – Linguist/Translator (R3676, R8716)

Mediterranean – Translation Coordinator (R5897)

Mediterranean – Language Technology Specialist (R9885)

Mediterranean – Multi-skilled IT Specialist (R9884)

Mediterranean – Animator/Artist (R9886)

West Asia – Scripture Engagement Worker (28967a)

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)

WEST ASIA – IT SUPPORT SPECIALIST

VERY URGENTLY NEEDED!

Workday Requisition ID R9585

Part-time (0.50 FTE) with flexibility; *Europe preferred, but elsewhere possible*



Are you an experienced IT specialist and trainer? Do you want to employ those skills to help colleagues use G-suite, Zoom, and other collaborative tools to advance the work of language development and Scripture translation in a highly sensitive region of the world? This role requires utmost discretion, level-headedness, strong people skills, and a capacity for travel when needed.

Main responsibilities:

- Managing email and Zoom
- Training colleagues as needed in online collaborative tools
- Promoting and supporting best IT practices and policies
- Researching and recommending appropriate hardware, software, and applications
- Engaging with the wider IT community in Eurasia and across SIL

AREA – HR SERVICES MANAGER x 2

URGENTLY NEEDED!

Workday Requisition ID R9305, R9306

Full-time (1.00 FTE), *remote*



Successful HR ministry can bless our staff by visiting with them and being a good listener. HR Services Managers are caring and hard working. They function well on virtual teams, but are available to travel as needed. Their passion is to help SIL Eurasia staff become a community of competent, motivated and healthy servants of God, radiating His grace to the peoples of Eurasia. To do that, they balance record keeping with the need for a human touch. If you have the skills required for this role, please consider joining our HR team! Two service groups are seeking HR Services Managers; these needs are urgent.

Main responsibilities:

- Keeping in regular touch with staff to foster their wellbeing
- Supporting team leaders
- Managing HR records and systems
- Posting open positions and job descriptions
- Facilitating assignments, evaluating candidates
- Assisting new staff to integrate into the team

AREA – CANDIDATES AND RECRUITMENT INTERN

Workday Requisition ID R5473

Full-time (1.00 FTE); *3-6 months minimum, negotiable; intern, preferably in USA*



Are you blessed with creativity when it comes to social media? Can you listen well and quickly build rapport? Are you good at networking? Would you enjoy using these skills to help candidates wanting to serve God find where they can best contribute to His work? Consider joining SIL Eurasia's Candidates & Recruitment team. We are looking for an intern just like you!

Main responsibilities:

- Researching ways of using social media to advertise SIL Eurasia Area's work
- Putting into practice the results of social media research
- Following SIL Eurasia HR screening processes and maintaining records under the supervision of the Candidates & Recruitment North America/Pacific Liaison
- Developing and maintaining helpful networks of contacts with Wycliffe Alliance organizations in North America and the Pacific

AREA – COMMUNICATIONS ASSISTANT

Workday Requisition ID R6403

Full-time (1.00), negotiable; *minimum duration negotiable; member-volunteer or intern; remote*



Are you looking to use and expand your administrative and website skills? Consider joining the SIL Eurasia communications team dedicated to serving the 500+ ethnic groups of this region! We are seeking a team player who is fluent in English and gives attention to detail. Managing our website involves a wide range of duties, and assisting with internal communications includes editing a news bulletin, maintaining our email account, and managing our Zoom meetings. Never a dull moment!

Main responsibilities:

- Managing and maintaining the SIL Eurasia website
- Assuring that the website meets its goals of celebrating the people, languages and cultures of Eurasia and of sharing stories about projects in appropriate ways
- Compiling and editing SIL Eurasia's monthly news bulletin
- Proofreading, researching, writing, collaborating – as needed

AREA/NORTH EURASIA – CONTINGENCY PREPAREDNESS COORDINATOR

Workday Requisition ID R7678

Part-time (0.50 FTE); *remote*



Are you interested in safety and security? Do you find fascinating the study of geo-political and societal factors that affect different regions and countries? Are you organized and detail oriented? If you have these qualities, consider serving with us in a critical position. We are looking for a Contingency Preparedness Coordinator (CPC) to be part of the Area-wide Security and Risk Management Services Team. This CPC would be responsible for overseeing the risk and crisis management of staff serving in North Eurasia.

Main responsibilities:

- Monitoring the risk landscape of the North Eurasia region and communicate concerns to staff and administration
- Helping all staff develop and maintain their contingency documents, information and plans
- Ensuring all staff receive the appropriate level of security training
- Serving on and contributing to the Eurasia Security and Risk Management Services Team

NORTH EURASIA – LINGUIST/TRANSLATOR x 2

Workday Requisition ID R3676, R8716

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



These initial-level roles are needed for one of the most linguistically diverse locations in the world. Do you see yourself as more than a behind-a-desk linguist? Are you 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, including 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

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 – LANGUAGE TECHNOLOGY SPECIALIST

Workday Requisition ID R9885



Part-time (0.50 FTE); *onsite, western Europe, or elsewhere*

Are you innovative? Can you work well in teams? Are you good at communicating? Do you have a strong desire to share in God's work in a creative access environment? Language technology, which includes apps and other forms of digital media, can reach communities that might never otherwise be able to access Scripture in a form they can understand or accept. Much of this work requires English, but the ability to speak or learn another Mediterranean-region language may be helpful. The role calls for some travel and a commitment to serve at least 3 years. This position can be combined with the IT Support Specialist position (see below), also 0.50 FTE, to provide a full-time role.

Main responsibilities:

- Helping create mobile apps for Scripture, literacy, dictionaries, and keyboards
- Staying up-to-date with the latest recommended software
- Providing technical support for staff using language technology software, including installation, training, maintenance, and guidance
- Assisting staff in archiving language materials
- Sending Scriptures and updates to the Digital Bible Library

MEDITERRANEAN – MULTI-SKILLED IT SPECIALIST

Workday Requisition ID R9884



Part-time (0.50 FTE); *onsite, western Europe, or elsewhere*

Do you have technical IT skills and experience? Are you an excellent communicator? Do you enjoy collaborating on a team? We're seeking a Multi-skilled IT Specialist to bless a team working across eleven time zones, serving sensitive-environment language groups. One look at the list below, and you'll see that the role could not be boring! Much of this work requires English, but the ability to speak or learn another Mediterranean-region language may be helpful. The role calls for some travel and a commitment to serve at least 3 years. This position plus the Language Technology Specialist position (above), also 0.50 FTE, provides full-time engagement.

Main responsibilities:

- Fielding support requests re: hardware, software, operating systems, internet, email, etc.
- Maintaining best practice guidelines for software, apps, web services, and data safety
- Keeping up to date on IT issues, regularly informing colleagues of relevant developments
- Helping formulate policies related to IT use and security
- Maintaining the team's internal website, various types of email systems, data backups, security platforms, and Scripture distribution technologies

MEDITERRANEAN – ANIMATOR/ARTIST

Workday Requisition ID R9886

Full-time (1.00 FTE); *onsite*



Do you have a degree (or equivalent) in animation, graphic art, illustration, or a related discipline? If you have 2-3 years of relevant work experience, that's even better! Are you willing to learn new skills, as needed? Our animation team must grow in order to produce animated videos of one Old Testament book and one Gospel during the next few years. These animations are for reaching audiences that would never pick up a book. Making culturally appropriate animations requires training in cultural anthropology and ethno-arts. Taking at least two years to study the language and culture in this Mediterranean region will be time well spent for a project that will last a minimum of 3-4 years. Are you up for an exciting, engaging challenge – helping people interact with God's Word in a form they can understand and accept?

Main responsibilities:

- Being trained in anthropology and ethno-arts
- Studying language and culture in the region
- Learning new skills as necessary
- Bringing your own skills to the team to help produce two animated videos

WEST ASIA – SCRIPTURE ENGAGEMENT WORKER

Workday Requisition ID 28967a

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



You firmly believe that heart-language Scripture is the best way for the Good News to spread through a community. However, your gifting is not in the area of translation. You really want to see translated Scripture being used by communities and helping them flourish. How does that work? A Scripture Engagement Worker receives the training needed to facilitate that process. If God has called you to new cultural contexts and has given you the patience to build relationships and work with adults until they understand, then please join us!

Main responsibilities:

- Embracing language and culture learning
- Building relationships with local religious leaders and their community, being a good listener
- Carrying out research to determine community needs, as well as baseline and on-going levels of Scripture engagement
- Encouraging meaningful engagement with Scripture through collaboration, materials development, presentations, training workshops, etc.

Contact Information

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

Eurasia_1stContact_Coordinator@sil.org

SIL Eurasia Area HR Services

Candidates and Recruitment

Photo credits: SB, MF, JH, EJ, JL, LM collection, TW; Animation still from 2017 Summer Animation Program poster (p. 7, top); Pixabay (p.3, bottom; p.4, top; p. 6, top)



Scripture portions from two large regions of SIL Eurasia