



Job Title: Temp-to-Hire Full-Time Interpreter

Location: On-site – Portland, Maine

Job Type: Full-Time (3-month temporary period with potential for permanent hire)

Starting Pay Rate: \$23 - \$25 an hour

About House of Languages:

House of Languages provides interpreting and translation services in 70+ languages across Maine. Based in Portland, our core team of eight is supported by 60+ on-call staff and 100+ contractors. We're proud to be one of Maine's most diverse workplaces, valuing respect, learning, and global perspectives. Our inclusive culture ensures your voice matters as we help customers overcome language barriers.

Position Summary:

We are seeking skilled interpreters for a 3-month temporary, full-time position with the opportunity to transition to a permanent role based on performance and organizational needs. This position involves providing in-person and remote interpreting services in various settings, including medical, social services, educational, legal, and business environments.

Preferred languages: Portuguese, Spanish, French, Lingala, Arabic, Cantonese, Mandarin, Haitian-Creole, Kinyarwanda, Somali. Other language speakers are encouraged to apply.

Position Responsibilities:

- Provide in-person and remote consecutive and/or simultaneous interpretation in a variety of settings
- Maintain strict confidentiality and adhere to professional ethical standards
- Travel to interpreting assignments in Cumberland, York and Androscoggin counties
- Perform general and administrative office tasks as needed

Required Qualifications:

- Excellent written and verbal communication skills in English and at least one additional language (see preferred list above).
- Education or work experience in language-related fields such as linguistics, teaching a foreign language, translation, or interpretation
- Flexibility to work variable hours, including occasional evenings or weekends.
- Ability to adapt to changing assignments and maintain professionalism under pressure.
- Highly organized, detail-oriented, and proactive
- Strong computer skills, including proficiency with Office 365
- Ability to communicate clearly and effectively with people of diverse backgrounds
- Honesty, integrity, and reliability
- Valid driver's license and access to a vehicle.

Desired Skills & Experience:

- Bachelor's degree or higher
- Medical or court interpreter training or certification
- Knowledge of medical or legal terminology

Benefits (If hired for a permanent full-time position, you will be eligible for the following benefits):

- Four weeks of paid time off (PTO)
- Paid birthday off, 12 holidays, and 5 summer Fridays
- Health Reimbursement Arrangement (HRA)
- Employer retirement contributions
- Life insurance
- Paid parental leave and a paid family and medical leave policy

To apply: Please submit your resume and a brief cover letter outlining your experience and language proficiency to questions@houseoflanguages.com.