RE: Villacorta Law PS Spanish Language Interpreter & Translator Internship Opening

Villacorta Law PS is a locally owned and operated full-service immigration defense firm. We seek a fluent Spanish interpreter and translator for about 10-12 hours a week to participate in the University of Washington Tacoma’s experiential education program. Our intern will work with us both in the office and at the North West Immigration Processing Center (NWIPC) and is welcome to shadow attorneys at court in Portland, Tacoma, and Seattle if interested.

Interpretation works consists of repeating the attorney’s English words to the client in Spanish to prepare the client for court. We hold client meetings both in our Tacoma office and NWIPC. If the intern is uncomfortable visiting the center, or is unable to do so due to their immigration status, it is possible to complete the internship in the office; however, doing so will limit the full range of experiences offered and will exclude courtroom observation in Tacoma, as court is located in the center.

Translating work consists of reading Spanish documents and typing the English version of the text before swearing or affirming as to the honesty of the work. These documents will then be used as exhibits in court or affirmative immigration applications. The documents will consist mostly of reference letters, birth certificates, and marriage certificates but will vary from case to case.

It is possible to apply as only a translator or interpreter; however, doing so limits the internship opportunity to one or two course credit hours per quarter because no more than six hours of each service is available throughout the week.

Finally, the intern will be placed in a position of trust because our work includes sensitive and confidential information. As such, the intern is expected to maintain the highest levels of integrity at all times.