

**THE CANADIAN TEACHERS' FEDERATION***INVITES APPLICATIONS FOR THE POSITION OF***JUNIOR TRANSLATOR**

The Canadian Teachers' Federation (CTF/FCE) is seeking a **Junior Translator** to join its staff on a permanent basis. Reporting to the **Head of Linguistic Services**, the **Junior Translator** should be a highly skilled linguist, proficient in both English and French, with a keen interest in publicly funded public education and the teaching profession.

Founded in 1920, the CTF/FCE is a national alliance of provincial and territorial Member and Associate Organizations that represent over 365,000 teachers across Canada. The CTF/FCE is also a member of the 32-million-member Education International. As a federation of teacher organizations, the CTF/FCE promotes and supports quality inclusive publicly funded public education, in all its forms. We uphold teaching as a profession and advocate for adequate resourcing, labour rights, and social justice, across Canada and around the world.

The ideal candidate will have the following qualities, knowledge, experience, and abilities:

- University degree or equivalent training in translation;
- Experience translating a variety of documents from English to French and from French to English;
- Excellent oral and written communication skills in French and English;
- Working knowledge of common translation tools, including dictionaries, translation guides, terminology banks, Web resources, and software such as Logiterm;
- Strong interpersonal skills along with a desire and ability to work collaboratively, with colleagues and partners;
- Good organizational skills and ability to prioritize and work with little supervision;
- Excellent computer skills (MS Word, Excel, PowerPoint, SharePoint, Teams, and Outlook);
- Strong commitment to personal development and life-long learning;
- Solid analytical mind, attention to detail and consistency, and ability to find creative writing solutions;
- Ability to work under pressure and to occasionally work overtime;
- A commitment to valuing high quality publicly funded public education and the contribution of unions to society.

Please note: Certification from a professional translators' association (English to French combination) is an asset.

Responsibilities may include, but not be limited to:

- Under the supervision of a senior translator/editor, translating, editing, proofreading, and/or adapting a variety of documents including research reports, minutes, letters, briefing notes, web content, social media posts, contracts, memoranda, etc., for internal or external audiences. These

documents can be in the fields of education, social justice, trade unionism, organizational governance and operations, and more;

- Translating from English to French, and, occasionally, from French to English;
- Conducting in-depth research to produce high quality documents (with excellent style, grammar, and terminology), while remaining faithful to the original text's intent;
- Discussing terminological and other linguistic choices with colleagues, and regularly contributing to the CTF/FCE Linguistic Services' bank of terminology and style guides;
- Communicating with colleagues and partners to seek clarification, make suggestions regarding the original document, and/or renegotiate deadlines if needed;
- Contributing to various CTF/FCE projects and initiatives, such as resource development and in-house language training;
- Being a member of the Network of Translators in Education, and participating in the Network's training opportunities;
- Helping all members of the CTF/FCE team with linguistic matters, including providing a French perspective on special projects and promoting bilingualism;
- Contributing to the good reputation and positive work culture of the Linguistic Services team and the CTF/FCE overall;
- All other related tasks.

Duties begin **as soon as possible**, with a competitive salary and a full range of benefits.

This full-time permanent position is Ottawa-based, where the CTF/FCE offices are located on the traditional unceded territory of the Algonquin Anishinaabe People. The CTF/FCE acknowledges the Truth and Reconciliation Commission Calls to Action and commits to furthering the work of reconciliation. The successful candidate must work primarily at the CTF/FCE building, with some teleworking available as per a staff collective agreement.

The CTF/FCE is committed to diversity, equity, and inclusion. As such, the CTF/FCE is committed to building a skilled, diverse workforce reflective of Canadian society. We promote employment equity and encourage candidates to indicate voluntarily on their application if they identify as a member of an equity seeking group. The CTF/FCE values each community member's identity and well-being. Accommodations will be provided upon request to support applicants with disabilities throughout our recruitment process. Should you require an accommodation, please advise us during our initial communication and we will work to meet your needs.

Interested candidates are invited to **submit a cover letter and résumé in English and in French**, along with the names and contact details of three references, to CTF/FCE Assistant Executive Director Claudia Guidolin, electronically via HR_RH@ctf-fce.ca.

All applications must be received no later than **noon on March 31, 2023 (Eastern Time)**. All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.

Please note that interviews will take place on **Wednesday, April 12, 2023**.