

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

The Canadian Teachers' Federation (CTF/FCE) is seeking an **English to French translator** to join its staff on a permanent basis. As a junior member of the Translation Services team, the **translator** will work hand in hand with two senior certified translators/editors in a highly collaborative and stimulating environment.

Founded in 1920, the CTF/FCE is a national alliance of provincial and territorial organizations that represent over 365,000 teachers across Canada. It promotes and supports quality inclusive publicly funded public education, upholds teaching as a profession, and advocates for adequate resourcing, labour rights, and social justice, across Canada and around the world.

Your main responsibilities

- 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
- 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

Your profile

- A university degree or equivalent training in translation
- Experience translating a variety of documents from English to French and, to a lesser extent, from French to English
- Excellent oral and written communication skills in French and English
- Working knowledge of common translation tools, including pretranslation 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)
- A strong commitment to personal development and life-long learning
- A solid analytical mind, attention to detail and consistency, and ability to find creative writing solutions
- The ability to work under pressure and to occasionally work overtime
- Ideally, certification (English to French combination) from a professional translators' association

Our offer

- A full-time permanent position in a positive, team-oriented environment
- A competitive salary (\$83,356) and a full range of benefits, including a defined benefits pension plan, six weeks of annual vacation, and an employee assistance program
- Formal and informal professional development opportunities in a dynamic, quality-driven team
- Enthusiasm and openness to new ideas and initiatives
- Strong social justice values
- Newly refurbished offices, with ergonomic work stations, open or closed working and meeting areas, outside patio, free parking

Duties begin **as soon as possible**.

The CTF/FCE offices are located in Ottawa, 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 the staff collective agreement.

The CTF/FCE is committed to diversity, equity, and inclusion. As such, the CTF/FCE cares to build a skilled, diverse workforce reflective of the Canadian society. The Federation promotes employment equity and encourages candidates to indicate voluntarily on their application if they identify as a member of an equity-seeking group. It 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 in English AND in French as well as a résumé in either language**, 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 June 7, 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, June 14, 2023**.