



JOB POSTING

THE CANADIAN TEACHERS' FEDERATION IS HIRING!

TRANSLATOR POSITION (mainly ENGLISH to FRENCH)

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| Organization: | Canadian Teachers' Federation (CTF/FCE) |
| Area: | Linguistic Services |
| Location: | 2490 Don Reid Drive, Ottawa, Ontario |
| Position: | Full-time permanent position |
| Salary and other benefits: | Competitive salary of \$86,723 and full range of benefits, including group insurance, a defined benefits pension plan, and an employee assistance program |
| Annual vacation leave: | Six weeks plus two weeks in December/January (office closure) |
| Working arrangements: | Telework on Wednesdays; in the office on other days |
| Working environment: | |
| at the CTF/FCE in general | Warm, dynamic, and collaborative, with strong social justice values (internally and externally) and an openness to new ideas |
| at Linguistic Services | Team of two (for now) translators/editors who share a passion for language and enjoy working collegially while focusing on quality and service |
| Physical environment: | Newly refurbished offices, with ergonomic workstations, staff room with kitchen, patio, free parking, and shower stalls coming soon |
| Start date: | As early as possible |
| Application file: | Resume and two cover letters (one in English and one in French) , along with the names and contact details of three references, to be sent to CTF/FCE Assistant Executive Director Claudia Guidolin (HR_RH@ctf-fce.ca) |
| Application deadline: | Noon, Wednesday April 10, 2024 (Eastern Time) |

About the [Canadian Teachers' Federation](#)

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 the world.

Your main responsibilities

- Translating from English to French and, occasionally, from French to English, a variety of documents, including research reports, letters, memoranda, minutes, Web content, social media posts, etc., for internal and external audiences
- Editing texts translated by colleagues or external translators
- Conducting in-depth research to produce high quality documents (with good style, grammar, and terminology), while remaining faithful to the original text's intent
- Discussing terminological and other linguistic choices with colleagues, and contributing to the Linguistic Services' bank of terminology and style guides
- Communicating with colleagues and partners to seek clarification or make suggestions about the original document, and providing a Francophone perspective on certain projects
- Contributing to various projects, such as resource development and in-house language training
- Being an active member of the Network of Translators in Education
- Performing other related tasks

Your contribution

- University degree or equivalent training in translation
- Minimum of five years' experience translating from English to French
- Ideally, certification from a professional translators' association or organization (English to French)
- Solid oral and written communication skills in French and English
- Great analytical ability, attention to detail and consistency, and desire to find creative writing solutions
- Working knowledge of common translation tools, including terminology banks, Web resources, and software such as Logiterm
- Highly proficient in MS Word, Excel, PowerPoint, SharePoint, Teams, and Outlook

- Excellent interpersonal skills and desire and ability to work collaboratively with colleagues and partners
- Strong organizational skills and ability to prioritize and work with little supervision
- Strong commitment to personal development and life-long learning
- Ability to work under pressure and available to occasionally work overtime

CTF/FCE social justice commitments

The CTF/FCE office is 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 CTF/FCE is committed to diversity, equity, and inclusion. As such, it cares to build a skilled, diverse workforce reflective of Canadian society. The CTF/FCE 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 (please contact Claudia Guidolin, HR_RH@ctf-fce.ca).

Final details

All applications are appreciated; however, only those candidates selected for an interview will be contacted.

Please note that interviews will take place on **Wednesday, April 17, 2024**.