



THE CANADIAN TEACHERS' FEDERATION IS HIRING!

TRANSLATOR POSITION (mainly ENGLISH to FRENCH)

Organization:	<u>Canadian Teachers' Federation (CTF/FCE)</u>
Department:	Linguistic Services
Location:	300 Sparks Street, Ottawa, Ontario
Position:	Full-time permanent position, reporting to the Head of Linguistic Services
Salary and other benefits:	Competitive salary of \$101 117 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 with additional days as per the collective agreement; in the office on other days.
Working environment:	Warm, dynamic, and collaborative, with strong social justice values (internally and externally) and an openness to new ideas.
Start date:	Duties will start as soon as possible.

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 (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 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 acknowledges the Truth and Reconciliation Commission's 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 group. It values each community member's identity and well-being.

Accommodation

In accordance with the *Accessibility for Ontarians with Disabilities Act*, the CTF/FCE strives to ensure that all recruiting processes are non-discriminatory and barrier-free. Inclusion is important to us. Please let us know if you require an accommodation at any point during the recruitment process, by contacting the Associate Executive Director Claudia Guidolin at HR_RH@ctf-fce.ca.

Application requirements

1. A cover letter stating suitability for the position, along with the names, titles, and contact details of three references.
2. A resume, including professional experience (relevant to the posting).
3. Interested candidates are asked to submit their complete application to Associate Executive Director Claudia Guidolin by email at HR_RH@ctf-fce.ca marked “**Confidential: Translator, Linguistic Services**”.

We will hold several rounds of interviews throughout the application process. Interviews will start **mid-October**.

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