



Job offer

Position title: **Translator-reviser**

Salary Range: \$82,491 - \$97,197

Part-time (20 hours/week)

Description of position

The Canadian Association of Professional Employees (CAPE) is looking for an experienced professional to fill the position of English to French Translator-Reviser within its dynamic team in charge of communications.

The English to French Translator-Reviser will be responsible for in-house translation services and for the revision and quality control services of original texts and texts translated into both official languages by suppliers.

This new position will report to the Director of Communications and will play a key role in helping CAPE maintain a high level of linguistic quality in both languages of all published texts.

Profile of the ideal candidate

The ideal candidate is a seasoned English to French translation professional, and an experienced terminologist and reviser who demonstrates exceptional attention to detail. This candidate can also assume the function of terminologist.

The ideal candidate is an autonomous, high-performing and energetic professional who is able to work under pressure at a sustained pace and manage several priorities and sometimes competing projects, while demonstrating tact and team spirit to facilitate collaboration.

The ideal candidate can also work in both official languages and speak fluently in French with a good command of English. The candidate must be able to write high quality texts in French.

Roles and responsibilities

- Provide a final translation from English to French of very high quality of the most urgent, complex or important texts;
- Manage complex or large translation or revision projects, and act as an expert advisor to members of the communications team and internal clients;
- Monitor the accuracy of translations compared to the original texts;
- Control the quality of texts drafted and translated internally and externally, and revise them;
- Coordinate the work of suppliers by distributing texts;
- Ensure that the product delivered by suppliers meets the terms of the contract in order to recommend or not to the manager the payment of fees;
- Assume the function of terminologist within the team in order to contribute to the enrichment of terminology bases and to guarantee a better product;
- Give linguistic advice on the uses of the language or the vocabulary specific to the field of work.

Main requirements

Education

- Undergraduate university degree in translation.

Experience

- More than three years of translation and editing experience, preferably in NGOs, interest groups, government bodies or unions;
- Any equivalent combination of education and experience acceptable to management will be considered.

Key skills

- Knowledge and command of the source and target languages, that is, the two official languages;
- Ability to translate and proofread texts from English to French;
- Ability to revise texts in both official languages;
- Knowledge and command of technological innovations in translation, such as technological tools for documentary research, computer-assisted translation, desktop publishing applications, and translation memories;
- Knowledge and command of terminological and documentary research methods and tools of all kinds to have a good knowledge of terminology, accelerate the translation process, and follow the development of languages and fields of specialization;
- Knowledge of Internet operating methods;

- Ability to manage projects;
- Ability to manage suppliers.

Operational requirements

CAPE's activities require that the individual concerned be willing and able to provide their services outside of the normal working day (evenings and weekends), as needed, to meet deadlines or represent the Association.

****COVID-19:** The candidate must be able and willing to telework as long as COVID-19 restrictions remain in effect, and able to work at CAPE's national office in Ottawa. The candidate must also be able to work in "hybrid" conditions when the return to offices is authorized by national and provincial public health authorities.

Working conditions

The working conditions associated with this position are defined in the employee's collective agreement.

The salary for this position is between \$82,491 and \$97,197 along with various social benefits.

To apply:

Interested persons should personalize their application to show how their knowledge, skills and other qualifications would enable them to perform the duties of this position.

Please send a **cover letter** and **CV** to ktheriault@acep-cape.ca **no later than August 31 COB (EST)**, and indicate **"Translator-Reviser Position"** in the subject line.

Only preselected individuals will be contacted. Interested individuals must be permanent residents of Canada or Canadian citizens.

Promotion of diversity and inclusion

We strongly encourage racialized people, members of the LGBTQ2+ community, women, people with disabilities and members of Indigenous communities to apply.

About the Canadian Association of Professional Employees (CAPE)

CAPE is the third largest union in the federal public service. It represents more than 20,000 economists, policy analysts, researchers, statisticians, translators, interpreters and terminologists. CAPE works in both of Canada's official languages. www.acep-cape.ca

Communications Unit

The Communications Unit is CAPE's centre of excellence in these two fields. It is composed of a dynamic team of professionals who are both enthusiastic and motivated.

The unit provides strategic advice to senior management and members of the National Executive Committee. It defines the Association's overall message and positions, provides marketing, creative writing, editing, translation, graphic design, and multimedia services, and oversees the preparation and promotion of key events. The unit is also responsible for communicating with members and the media, conducting outreach activities, and initiating and overseeing initiatives focused on advocacy and government relations.