

Position Description

Position	Department
Part-Time French Translator	Communications
Incumbent	Location
Reports to	Date of last Revision
Communications Director	November 2018
Peers	Subordinates
none	none

Position Overview

We are looking for a French Translator to interpret written and oral pieces and translate them into French, making sure to maintain their original meaning, format and tone.

Translator responsibilities include reading and thoroughly understanding the context of given material, using specialized dictionaries and translation tools and proofreading finished pieces of work. To be successful in this role, you should have a keen eye for detail and be fluent in French.

Ultimately, you will provide ready-to-use translated content that meets our internal needs and helps us reach a broader audience.

Minimum Education and Job-Related Experience requirements

To be considered for this position, an applicant must have a high school diploma and should have upgraded skills with additional work-related courses. The candidate must have at least one year of experience in a position of similar scope and responsibilities. Competent computer skills in Microsoft Office Suite are required. Must be fluent in both French and English.

- Proven work experience as a Translator, Interpreter or similar role
- Fluency in both English and French
- Excellent proofreading skills with the ability to identify grammar, spelling and punctuation errors
- Time-management skills

Responsibilities and Activities

The prioritized responsibilities and strategic activities for this position are listed below:

Major Category	Prioritized Responsibilities	Strategic Activities
Translating	<ul style="list-style-type: none"> translates weekly CliffsNotes Reads material and researches specific terminology to use Ensures translated texts conveys original meaning and tone Reads and translates communication pieces as required 	
Oral Translation	<ul style="list-style-type: none"> Joins Zoom calls to translate for French speaking coaches Prepares voice overs and/or subtitles for videos and online presentations 	
General Conference	<ul style="list-style-type: none"> Translates all documents into French 	

Core Competencies

The operationalized core competencies which the incumbent must possess in order to be effective in this position are listed below:

Core Competency	Operationalized Competency "What does this look like on the job?"
Coping	Able to maintain a mature problem-solving attitude while dealing with interpersonal conflict, personal rejection, hostility or time demands.
Customer Orientation	Keeping focused on the customer when making decisions and taking actions.
Interaction	Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
Organization and Planning	Able to organize or schedule people or tasks; to develop realistic action plans while being sensitive to time constraints and resource availability.

Other Items:

- must be fluent in English
- must have demonstrated office organization abilities
- must possess at least an intermediate computer competency including some trouble shooting skills