

# English/French Translator

## Volunteer Position Description



### Summary

As the French/English Translator for The Shoebox Project for Women, you will be assisting with document translation and french correspondence for head office in their efforts to support women impacted by homelessness across North America.

### Duties & Responsibilities

- Reads through or listens to material in English, ascertains understanding of the meaning and context of that material, and converts it into French, making sure to preserve the original meaning
- Edit content to maintain its original format (e.g. font and structure)
- Consults with subject matter colleagues to understand specialized concepts and translate them appropriately
- Translates a variety of documents including legal, press releases & PR materials, emails, social media posts, training materials, policies, code of conduct, etc.
- Proofread translated texts for grammar, spelling, and punctuation accuracy
- Refer to reference materials such as dictionaries, lexicons, encyclopedias, and computerized terminology banks as needed to ensure translation accuracy
- Compile information, such as technical terms used in legal settings, into glossaries and terminology databases to be used in translations
- Follow ethical codes that protect the confidentiality of information
- Develop and maintain accurate files for Headquarters

### Qualifications

- A university degree in Translation Studies or a related discipline (university degree/college diploma) is preferred
- 1-2 years of translation experience from English to French is an asset
- An expert-level ability to communicate effectively in English and French with concern for quality
- Excellent proofreading skills with the ability to identify grammar, spelling, and punctuation errors
- Proficient in word and google based applications
- Effective data and records management
- Be flexible and meet deadlines
- Attention to detail and time-management skills

**Technology Capabilities Requirement:** Remote access ability. You will be required to use your own computer/laptop and will need to have access to an email account that you will use to conduct Shoebox related correspondence on our behalf.

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**Screening Requirements:** Volunteer Application, Interview, Reference Check, Sample of translation piece provided

**Time Commitment:** 8-10 hours per month

**Duration:** Minimum 6 month commitment

**Training & Supervision:** Training provided through video conference or in person when able, written processes. Training & Supervision conducted by the Chapter's Local Coordinator

**Benefits of Volunteering:** Utilize your professional skills to play an active role in helping women impacted by homelessness, build valuable skills that are transferable, be a positive member on a team, gain experience, letter of reference may be provided if requested, upon completion of commitment duration.

***We value and are strongly committed to equity, inclusion and diversity within our organization. We welcome and encourage applications from all gender identities and expressions, LGBTQ+, religious backgrounds, people of colour, Indigenous peoples, and persons with disabilities. Should you be in need of any accommodation please let us know by phone or email. Accommodations will be made upon request wherever possible and all information provided will be handled confidentially.***