



CAREER OPPORTUNITY

Guided by Catholic values and teachings we serve children and youth within the Hamilton community by protecting their safety and well-being, strengthening their families, and nurturing lifelong relationships.

Catholic Children's Aid Society of Hamilton seeks interested and qualified applicants for:

English/French Translator Full time – 6 month contract

Qualifications

- Undergraduate degree in translation, French translator certification or equivalent combination of experience and education;
- Ability to speak and write fluently in both French & English, including French syntax, grammar and spelling;
- **Certified FLS translator;**
- Minimum of 5 years' experience as an English to French translator;
- Ability to produce accurate and clear translations without requiring any revision;
- Ability to produce and revise translations, as required;
- Strong knowledge of Microsoft Office with proficiency in Word;
- Excellent writing skills with the ability to communicate effectively and clearly;
- Ability to manage multiple projects concurrently and prioritize as required;
- Extremely detail-oriented with great organizational skills;
- Strong editorial skills;
- Solid interpersonal and management skills.

Key Responsibilities

- Translating internal signage and documentation from English to French.
- Providing well-written translations that are impeccable in terms of grammar and spelling;
- Read original material/documents and rewrite in the targeted language (French) ensuring the content, meaning and feeling of the original/source text is retained in the translation;
- Identify and resolve any conflicts related to the meanings of words, phrases or concepts when translating between languages;
- Maintaining translation reflective of the CCASH mission and vision to ensure consistency, content accuracy and vision/mission alignment at all times;
- Reviewing documents and translations to ensure the final result conveys the meaning and intent of the original documents;
- Consult with a document's originator to ensure proper understanding and accurate translation;
- Provide sound advice to management and coworkers on how to effectively manage and interpret translated material;
- Consult with management and coworkers when translating specialized areas of information and retain and develop specialized knowledge;

- Follow ethical codes that protect the confidentiality of information;
- Comply with health and safety policies, procedures and the Ontario Health & Safety Act;
- Committed to AOP values of justice, equity, respect of the beliefs and traditions of others;
- Committed to Society values of Success for Children, Youth & Families, Service Excellence, Integrity, Human Dignity & Respect, Communication & Collaboration, Compassion, Shared Accountability and Our Team;
- Performs other duties as assigned.

We offer attractive benefits, with experience based remuneration.

Please apply in writing or e-mail to the attention of: hr@hamiltonccas.on.ca or 735 King Street East Hamilton, ON L8M 1A1

We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.

If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources at 905-525-2012 ext. 3377.