



Senior Translator

We're hiring a Senior Translator for a full-time position

Who you are:

You are a detail-oriented English to French translator. As a member of the Association of Translators and Interpreters of Ontario, you want to use your skills as a senior translator to provide English to French translation of pension communications and pension policy material. You are a dynamic proactive, pension professional who is an experienced and engaging presenter in French. You are a quick learner looking for your next opportunity where your English to French translation or extensive pension and training expertise will be utilized to enhance our members knowledge of the CAAT Pension Plan.

You have great attention to detail, and are highly motivated to meet deadlines. You are a team player who can juggle multiple projects, and a self-starter who can work independently to deliver on time. As the only Translator on staff, you will be asked to provide translation services throughout the organization. Delivering in-person presentations and participating in webinars for a French-speaking audience may be required. You have strong attention to detail, but can see the 'big picture' and focus on long-term goals.

What you'll do:

- As part of our energetic team you will provide in-house translation. We communicate in both official languages, using a variety of channels, such as print, web and email. You'll manage the translation component of many large and small projects throughout the organization and ensure timely turnaround. You'll provide translation of various member facing communications and coordinate external translation services, when appropriate.
- Provide editing and peer review in both languages – As part of the Communications team, you'll provide editing and peer review in both languages, assuring quality, accuracy, and consistency in both official languages. Along with the other members of the Communications team, you'll also be responsible for maintaining the organization's brand standards for writing.

As required:

- You will enhance member and stakeholder groups' understanding of the features and value of the CAAT pension by delivering, energetic, engaging member and stakeholder group information sessions off site in French
- Deliver in-person member and employer information sessions in French.
- The successful candidate will develop a thorough understanding of Plan provisions.

Who we are:

Founded in 1967 as the pension plan for Ontario's Colleges. Our mission is to provide secure retirement income at stable and affordable contribution rates for the 44,700 active and retired members. The CAAT Pension Plan has grown beyond the college sector to serve 39 employers and is 113.3% funded on a going-concern basis with \$9.4 billion in net assets available for the benefits of its members.

We believe the success of the Plan is grounded in its expertise as well as its values of integrity, teamwork, and a trusting respectful working environment. We are currently engaged in numerous discussions with parties

expressing interest in joining the CAAT Pension Plan, which provide significant growth opportunities to the Plan.

Additional information about the CAAT Pension Plan can be found at www.caatpension.on.ca

What we offer:

We offer a flexible work environment, a defined benefit pension plan, and a Trust culture where we live by our core values. We are conveniently located in the heart of downtown Toronto, with easy access to the subway and PATH systems.

CAAT Pension Plan maintains policies and procedures in accordance with the Accessibility for Ontarians with Disabilities Act, and will provide reasonable accommodation for applicants with disabilities. If you require accommodation, please contact us at careers@caatpension.on.ca or call Human Resources at 416-673-9000. If requested, a documented individual accommodation plan will be developed for you.

Please review the full job posting attached below

QUALIFICATIONS:

Fluently bilingual in written and spoken English and French. University degree or college diploma in Translation, communications, arts or related field required. Three or more years of professional experience in Translation, writing and editing roles is required. A member of the Association of Translators and Interpreters of Ontario. Experience in English to French translation is required. Experience with translation of pension communications or financial services material is an asset. Excellent grammar and interpersonal communication skills. Accuracy and attention to detail, and highly motivated to meet deadlines.

- Completion or progress towards CEBS, PPAC, CFP or CBP designations would be an asset. Proficiency in standard office software (Microsoft Office suite, including Excel, Word and PowerPoint), and familiarity with translation software in English and French is required.
- Analytical skills are required, as well as attention to detail. Excellent public speaking and written communication skills in French is required. Ability to interact well with members at different levels.
- Experience in adult learning would be an asset.

SPECIFIC RESPONSIBILITIES:

- Provide in-house translation services for large and small projects throughout the organization. Provide translation for sensitive materials and short texts that do not warrant engaging an external provider, and, as appropriate, coordinate external translation services for larger projects.
 - Includes sending material to be translated, managing timelines and billing, and reviewing translations for accuracy.
- Work within the Communications team to provide peer review for quality, accuracy, and consistency, in both official languages.
- Maintain a technical pension term glossary and terminology database.
- Consult with internal subject matter experts and other colleagues in order to understand specialized concepts and ensure accuracy in translated material.
- Gain an understanding of pension terminology and Plan provisions.
- As needed Deliver member on-site presentations in French at employer locations. Participate in member one-on-one sessions as requested by the session host (typically scheduled as part of the member presentations).
 - Assist the Lead, Pension Education, in the coordination of French language member presentations

- Deliver new administrator training sessions in French to employer staff as required.
- As required, participate in employer French language training for individual employers and group sessions, as part of the Employer Education program.
- Work with Service Delivery to support French language employer audits:
 - Work with Service Delivery management to co-ordinate French language employer audit activities internally and externally
- Establish a thorough understanding of Plan provisions, and be able to explain them simply and clearly in French and English.
- Other duties as assigned.

Applicants

- Please include a sample of your translated work with your application.
- We recommend you bring your portfolio to the interview.
- Any offer of employment will be subject to background and reference checks.

If you are interested, please Email careers@caatpension.on.ca by October 27, 2017 and be sure to put the word 'ATIO translator' in the subject line.

Also, please include your salary expectations.

We thank all applicants for their interest but only candidates considered for an interview will be contacted.

Merci