



POSITION: Coordinator, Translation & Language Services

REPORTS TO: Manager, Translation and Language Services

LOCATION: Home Office

STATUS: Permanent, Full Time

APPLICATION DEADLINE: October 28, 2020

POSITION SUMMARY

Reporting directly to the Manager, Translation and Language Services, this role is responsible for translating various documents within the organization, proofreading, as well as maintaining consistency of terminology throughout the organization. This role will provide translation services to all departments within the organization. Working collectively and dynamically with the Marketing and Communications department, the position will provide input, more specifically in regards to translation considerations, to help with the creation, planning and execution of initiatives and programs.

POSITION KEY RESPONSIBILITIES

- Translate, from English to French and occasionally from French to English, materials of various levels of complexity on different aspects of the organization, such as:
 - news releases
 - Web features
 - game stories
 - content related to grassroots and community initiatives (learn-to-play initiatives, partner programs, Hockey Canada Foundation, Member Branches, etc.)
 - content related to hockey development (training drills, player pathways, instructional material, etc.)
 - administrative documents (job postings, contracts, financial statements, terms and conditions, insurance and risk management documents, etc.)
 - communications with players and parents
 - player and staff profiles
 - content related to event hosting (bid guidelines, volunteer programs, onsite signage, etc.)
 - promotional material (creative assets, slogans, contest rules and regulations, etc.)
 - social media posts
 - content for video subtitles or voiceovers
- Proactive communication and customer service with Hockey Canada departments to obtain additional information and background to ensure accurate translations
- In collaboration with the Manager, Translation and Language Services, research and maintain consistency of terminology throughout the organization
- Proofread or update documents and materials
- Other language services, as required
- Update job knowledge by participating in conferences and educational opportunities; reading professional publications, maintaining personal networks, participating in professional organizations
- Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments



QUALIFICATIONS

- Bachelor's Degree in Translation
- 3-5 years' experience as a translator, preferably in the sports field
- Membership in a provincial professional order is an asset
- Experience with CAT tools is an asset
- Emphasis on English to French translation skills, but ability to translate from French to English from time to time
- Must have the ability to work from a home office
- Strong hockey knowledge
- Excellent interpersonal skills; promote cooperation and commitment within a team to achieve goals and objectives
- Strong communication skills, both verbal and written; ability to use a broad range of communication techniques to effectively communicate to varying audiences in a variety of situations
- Emphasis on providing a customer-centric approach to identifying and fulfilling needs and objectives
- Exceptional organizational and time management skills; ability to balance conflicting priorities in order to manage the workflow, ensure the completion of essential projects and meet deadlines
- High level of integrity; earn others' trust and respect through consistent honesty and professionalism in all interactions
- Demonstrated high level of proficiency with Microsoft Office software and ability to quickly adapt to new technology and easily acquire new technical skills
- Ability to work staggered hours, evenings and weekends as necessary

Qualified Candidates are invited to submit their resume and cover letter including salary expectations to careers@hockeycanada.ca

***Bilingualism (French and English) is mandatory**

****A Satisfactory Criminal Record Check and Vulnerable Person's Check is required of all Hockey Canada Employees and Volunteers**