



Translator, Communications – (Hybrid, Toronto)

JOB PURPOSE:

The Translator supports the French Language Services Advisor in the translation of core Law Society materials to increase understanding of the Law Society's mission, goals, initiatives, and services, and to foster greater communication possibilities between the organization, its members, and the public. This includes the translation of Law Society media materials, the Annual Report, corporate publications and corporate web content, summaries and electronic communications, and internal advice in accordance with By-laws, the French Language Services Policy and upon request. The role assists program areas with direct translation, where appropriate.

QUALIFICATIONS REQUIRED:

- A university degree in translation, with legal knowledge and/or terminology in both languages, preferably common law terminology in French and English.
- At minimum, 3 years' experience. This includes 2 years previous professional translation experience as a translator working independently or with minimal supervision, with the ability to meet tight deadlines and provide accurate translation.
- Superior command of French grammar and legal references with the ability to write and speak clearly and effectively in French.
- Solid understanding of translation principles, issues and developments.
- Knowledge of the best practices with respect to organizational communication, particularly related to French language services.
- Thorough knowledge of Law Society policies, practices and protocols, and an understanding of the principles underlying governance of the legal profession.
- Develops and applies complex information.
- Proficiency in word processing, e-mail, and the Internet/Intranet.
- Familiarity with personal computers and related software applications.

Client / Customer Service Planning

- Provides translation throughout the organization in support of the Law Society's mandate of communicating with the profession and the public in both official languages.

Client / Customer Service Delivery

- Works with the French Language Services Advisor to deal with translation of a wide range of corporate materials (media materials, corporate brochures, corporate web content), in addition to forms and business correspondence as needed.

Team Membership

- Contributes to the delivery of translation services in a team environment, ensuring the consistency and accuracy of translated materials.

The Law Society has introduced a Distributed Workforce Model to leverage flexibility and agility, and to maximize employee productivity and engagement. Work arrangements will be determined by role and departmental requirements. The working arrangement for this contract position has been classified as Hybrid, where the employee will regularly flex their work location between home and office. The specific application of this will be communicated to applicants contacted during the recruitment process.

The Law Society of Ontario is an equal opportunity employer that is committed to diversity and inclusion. We welcome applications from persons representing the diversity of our community. We are committed to creating an accessible, barrier-free and inclusive workplace and are committed to continuing compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Please make any requirement you may have for accommodation during the recruitment process known when contacted.

If you are unable to apply to this position due to the requirement for an accommodation of any kind, please email us at hr@lso.ca or call 416-947-3475. We appreciate all interest and will directly contact candidates under consideration.

If you are interested in joining the Law Society, please apply directly through our [Careers Page](#).