



Legal Aid Ontario

Translator (English to French)

Union: Non-Union

Job Number: J1024-0045

Job Title: Translator, Multi-Language Services

Reporting to: Director, Multi-Language Services

Job Type: Permanent Full Time

Job Location: Toronto

Job Category: SPG1

Role Designation: Flexible Hybrid - In person days can be flexible from week to week subject to manager approval and operational requirements.

Open Positions: 1

Posting Date: 4th October 2024

Closing Date: 25th October 2024

Salary: \$ 73,973.00 /Year - \$ 96,164.00 /Year

Apply here:

<https://legalaid.njoyn.com/cl4/xweb/xweb.asp?tbtoken=YFpaQB9YDVB7YHQFTFNSFU9BdxAoaVVcdSFMWi0EB3kpWkJvUDFtcWQuJS5ALiReBTcYGhJRTnBsF3U%3D&chk=ZVpaShM%3D&clid=73708&Page=JobDetails&Jobid=J1024-0045&BRID=390024&lang=1>

Company Bio

Legal Aid Ontario employees are committed to making a difference in the lives of our clients.

As an integral partner in the Justice system, working at Legal Aid Ontario is more than just a job. It's an opportunity to help people who need it the most; to ensure each client receives the access to justice afforded to them under the law.

If you are looking for a new challenge in your already meaningful career with a team dedicated to justice, and innovation in a flexible and supportive work environment consider this opportunity below.

Primary function

The Multi-Language Services (MLS) department brings together LAO's multi-language efforts and its French Language Services (FLS) program. MLS provides centralized expertise, oversight and support, planning, compliance and reporting for language access to LAO services and communications, so as to meet LAO's language commitments and obligations.

The Translator position is responsible for high-quality translation of all LAO's public communications and documents from English to French. The role also includes coordination and management of incoming translation requests and external translations where required, and contributing to special projects to support the achievement of the departmental mandate.

Home Location: Provincial Office – Toronto

Secondary/Other Location(s): Not applicable

Reporting to: Director, Multi-Language Services (MLS)

The ideal candidate for this role is a resourceful self-starter who is highly organized, can work independently and under pressure to a high standard.

Key accountabilities

- English to French translation of organizational external communications and documents, including corporate publications and web content, technical manuals, reports, forms, newsletters, posters, presentations, consultation materials, speeches, social media communications, client and lawyer portal content, and individual client and stakeholder correspondence.
- Review the work of internal and external translators to ensure quality and consistency.
- Proofread French documents for printing, posting, etc.
- Manage and maintain Legal Aid Ontario terminology, lexicons and translation memories.
- Ensure correct style and tone, gender inclusive or neutral terminology, and plain language translations that are appropriate for the audience, as required,

providing guidelines on accurate vocabulary, style and messaging.

- Understand and utilize all appropriate supplemental materials available to assist with terminology.
- Adapting French content such as identifying French links, resources, and references where appropriate.
- Working closely with team members and internal clients to ensure the timeliness and accuracy of translated materials.
- Coordinating and prioritizing incoming translation requests, communicating with internal clients, assigning and completing translations, within requested timelines.
- Coordinate and prioritize external translation work for English–French translation when internal capacity is insufficient, and for other languages and multi-language translations as needed, including managing accuracy and timelines of work.
- Keep team members and Director informed, and preparing reports of work volumes and progress and status.
- Provide translation expertise on specific language initiatives, including tools, guides and training resources, and organizational public-facing technology initiatives.

Required skills & experience

- University degree in translation, with 3+ years' experience translating English to French materials of varying complexity.
- 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.
- Ability to revise and proofread your own and others' translations.
- Excellent knowledge of the *Guide de rédaction et de communication du gouvernement de l'Ontario*, the *Guide du rédacteur du gouvernement fédéral* and the *Guide du rédacteur de Termium plus*.
- Excellent knowledge of governmental and legal-related terminology.
- Excellent knowledge of translation and terminological-research techniques and resources including web-based lexicons and glossaries in the justice sector.
- Good knowledge of computer assisted translation and translation memories such as Logiterm .
- Good communication and interpersonal skills, and ability to work in a team environment.
- Ability to handle highly sensitive and confidential information.

- Ability to juggle priorities, meet very tight deadlines, and work with minimal supervision.
- Cultural sensitivity and an understanding of the communications challenges to accessing information for racialized, non-English speaking low-income communities in Ontario.
- Proficiency with computer software (Microsoft Office suite and Adobe Acrobat Pro).

Assets

- Language skills beyond English and French are an asset

Note: Candidates will be required to complete a translation test as part of the interview process.

To apply submit a cover letter & résumé.

Only those candidates selected for an interview will be notified by email.

Please note that all applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume or to the one used to set up their Candidate Profile if applying on Njoyn. As an applicant, it is your responsibility to ensure that you check your email regularly.

First time applying to LAO? You will need to create a profile AND then apply for the position.

Already have an Njoyn account? Just sign in and select "my jobs" to apply.

Once you have successfully applied you will receive a confirmation email.

Trouble applying? For telephone support please call 1-877-427-7717 or email support: candidate.njoynhelp@cgi.com.

Equity Statement

Legal Aid Ontario values integrity, respect, responsiveness, excellence, independence, accountability, openness and consistency. Our recruitment process reflects our commitment to diversity and inclusion. Accommodations are available upon request.

Legal Aid Ontario encourages applicants from equity seeking groups, including but not limited to individuals who are First Nations, Inuit or Métis descent, persons with disabilities, women, members of racialized communities and the 2SLGBTQ+ community. We recognize the value of diversity, equity and inclusion and are committed to addressing systemic barriers, and attracting and retaining

diverse staff. All interested and eligible people will be considered, with due consideration to all protected grounds under the Ontario Human Rights Code.