

# POSTING FOR A FULL-TIME TRANSLATOR

**POSITION TYPE:** PERMANENT – FULL-TIME  
**LOCATION:** CUPW NATIONAL OFFICE, OTTAWA

The Canadian Union of Postal Workers represents over 55,000 workers who work for post offices, call centers, courier companies and cleaners all across Canada and Quebec. The Union has a strong focus on public sector innovation, human rights, social justice, and political activism. For more information about CUPW, please see our web site at [www.cupw.ca](http://www.cupw.ca).

## DUTIES

- Under the direction of the National Executive Committee, translate all documents, correspondence and bulletins as required, from French to English and English to French. Work shall be prioritized by the 1<sup>st</sup> National Vice-President and, in her absence, by another person designated by the 1<sup>st</sup> National Vice-President;
- Ensure translations are consistent with CUPW's clear language policy;
- Establish and update a terminology bank;
- Proofread translations done by other translators to ensure quality control;
- Perform related duties, including proofreading and editing – sometimes on a desktop publishing system and at all stages of the production – publications and documents intended for external or wide internal distribution.

## QUALIFICATIONS

- University degree in translation, or equivalent experience;
- Proven ability to edit English documents and translate into English, a definite asset;
- Proficiency in Microsoft Office software and computerized translation tools, including Logiterm;
- Ability to work under pressure and meet deadlines;
- Experience in, and commitment to, the labour or other social change movements;
- Membership in a professional association, an asset;
- Versatile, autonomous, resourceful and reliable.

## SALARY AND BENEFITS

Salary and benefits are according to the CUPE 1979 staff collective agreement. This is a permanent full-time position, starting immediately. Annual salary is \$87,111.82 with a comprehensive, employer-paid benefit package. CUPW is an equal opportunity employer.

## DEADLINE

Applicants must include a translation of the following paragraphs along with their resume and cover letter.

Translate the following paragraphs into English:

*Se présenter au travail avec un problème de santé physique ou psychologique en raison duquel il faudrait plutôt s'absenter, voilà ce qu'est le présentéisme. En combattant avec un certain succès, durant les trente dernières années, l'absentéisme au travail, qui leur coûte très cher, et en valorisant plutôt la présence par différentes interventions, les entreprises ont engendré sans le vouloir le revers de la médaille : le présentéisme.*

Translate the following paragraph into French:

*There are simple fixes to SSD that Canada Post has so far refused to implement. For example, giving letter carriers just a little bit of time to combine their “sequenced” and “non-sequenced” mail into one bundle would go a long way in taking the pressure off. Beyond that, making sure carriers don't have late start times will ensure carriers a far better work-life balance and allow them to take care of their responsibilities off the job.*

Please send your application to:

Human Resources Committee  
Canadian Union of Postal Workers  
377 Bank Street  
Ottawa, ON K2P 1Y3  
[HR-Committee\\_Comite-RH@cupw-sttp.org](mailto:HR-Committee_Comite-RH@cupw-sttp.org)

Application Deadline: March 30, 2025