

# POSTING FOR A FULL-TIME TRANSLATOR

**POSITION TYPE:** PERMANENT – FULL-TIME – NO REMOTE WORK  
**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. **Please note that remote work is not an option.**

## DEADLINE

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

Translate the following paragraphs into English:

*L'année 2025 commence avec une période de froid extrême dans l'ensemble du pays. Après un automne mouvementé à Postes Canada, le retour au travail imposé par le ministre MacKinnon à la mi-décembre s'est fait par une température plus clémente durant la période festive de décembre. Il se peut que dame nature nous offre quelques surprises agréables durant l'hiver 2025, mais nous devons être prêts à affronter les températures froides à venir et à redoubler de prudence afin de prendre tous les moyens nécessaires pour travailler de façon sécuritaire.*

Translate the following paragraph into French:

*This bargaining unit is the 6th Combined Urban Services Employer organized in Atlantic Canada. The reason the work done by CUS is not part of the Urban Operations unit like larger cities is Canada Post's low wage strategy. Canada Post contracted the work out years ago. The contracts are bid every few years, and the lowest bid usually gets the contract. These days, the workers start at \$16-\$17/hour, and after a few years with one employer, another contractor underbids the contract and workers get screwed.*

Please send your application to:

Rona Eckert, 1<sup>st</sup> National Vice-President  
Canadian Union of Postal Workers  
377 Bank Street  
Ottawa, ON K2P 1Y3  
[reckert@cupw-sttp.org](mailto:reckert@cupw-sttp.org) and [mlegallez@cupw-sttp.org](mailto:mlegallez@cupw-sttp.org)

Application Deadline: August 1, 2025