
Translator/Reviewer

(English/French)

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About the College of Immigration and Citizenship Consultants (the College)

The College is the authority mandated by the Government of Canada to regulate the practice of Regulated Canadian Immigration Consultants (RCICs) and Regulated International Student Immigration Advisors (RISIAs). Its role, authority and powers are established in the *College of Immigration and Citizenship Consultants Act* (Canada). The College sets and enforces the licensing, education and ethical standards of the profession in the public interest.

Industry

Self-Regulatory Organization (SRO)

Position

JOB TITLE:	Translator/Reviewer (English/French)
Department:	Communications and Stakeholder Relations
Reports to:	Supervisor, Bilingual Communications
Language Requirement:	Bilingual Imperative
Location:	Canada
Classification:	Permanent Full-time

Why join us?

Do you want to be part of a team that strives to enhance and uphold Canada's immigration and citizenship consulting profession? If you share our passion and purpose, please consider applying for the opportunity below to become part of a team that makes a difference.

How will this role support our team?

The incumbent translates documentation from English to French, reviews French translations, and verifies the quality and accuracy of communications products received from departments across the College.

Responsibilities Include (but are not limited to)

- Produce accurate French (occasionally English) translations.
- Review French translations submitted by in-house and external translators, ensuring consistency, accuracy and quality.

- Edit English (occasionally French) communication materials submitted for translation by departments across the College (e.g., documents, website content, surveys, licensee portal content).
- Insert documents in the translation software; populate the translation memory and maintain accuracy; and produce final documents for publication.
- Collaborate with third-party translation/interpretation services as required.

This role will support our team by providing

- Bilingualism (English and French)
- Time management and prioritization skills to manage conflicting priorities and optimize efficiency when multiple requests (often all urgent) are received
- Organizational skills to keep track of many different versions and updates of the documents submitted

Required Education and Experience

- University Degree (Bachelor)
- 5-7 years of progressive experience translating and proofreading English and French communications
- Strong reviewing skills
- Experience with computer-aided translation tools

What We Offer

- The College hires and onboards 100% remotely
- The opportunity to protect the public interest within the immigration and citizenship sector
- A culture of transparency, where team members are involved in important conversations
- Full health benefits from day one for you and your family
- Access to the Employee and Family Assistance program
- RRSP match

How to Apply

Click [here](#) to upload your resume and brief cover letter indicating why you feel you are fit for this role.

Your personal information is collected and used by the College when you apply for employment with the College. Please read the College's [Privacy Notice](#) for more information regarding its privacy practices.

The College is an equal opportunity employer. We welcome applications from persons legally entitled to work in Canada, who represent the diversity of our nation, and whose qualifications meet the skills and experiences we seek. We are committed to providing equal opportunities to all candidates and to meeting the needs of people with disabilities. Should you be contacted

regarding an employment opportunity and require an accommodation for a disability, we will be pleased to work with you to identify how we can best support you through this process.

The successful candidate will be required to undergo a criminal background check.

While we thank all applicants for their interest, only those identified for further consideration will be contacted.