



First Nations
**FINANCIAL
MANAGEMENT
BOARD**

**CONSEIL
DE GESTION
FINANCIÈRE** des
Premières Nations

Job Description

Translator

July 2024

Position Overview

Reporting to the Senior Communications Manager, the Translator is responsible for providing English to Canadian French translation, and proofreading services, to FMB's business lines. The translator will provide not only linguistic expertise, but also manage complex information and meet strict deadlines. They will be responsible for ensuring the accuracy and coherence of translations while adhering to specific terminology and style guidelines.

The Translator is primarily an internally focused position, however as requested, this position may liaise and build relationships with various external partners, organizations, and individuals.

Accountabilities

In-House Translation

- Translate texts from English to Canadian French in a variety of fields, including finance, economics, communications, governance, and administration. This may include, but is not limited to: publications, web content, marketing materials, emails, videos and/or PowerPoint presentations;
- Ensure that the style is clear, the message from the original English text is properly conveyed into Canadian French, the clarity of style is accurately conveyed and deadlines are met;
- Work collaboratively with their colleagues and assist them with drafting Canadian French language communications;
- Consult dictionaries and other reference sources to determine the precise meanings of terms;
- Adhere to proprietary and/or client style guides, including domain, language register, and language variants;
- Ensure compliance with the target audience's needs and the purpose of the content;
- If required, contact the requestor to obtain further information about the request when all relevant details are not provided or interpretation issues arise.;
- Make optimal use of approved translation software to ensure consistency within documents and increase efficiency;
- Conduct terminology research for translation projects and participate in the development of internal vocabularies and glossaries from trusted sources;
- Communicate effectively with business lines to identify translation needs and evaluate solutions;
- Follow up with internal team members and clients to ensure translation meets their needs.

External Translation

- Responsible for determining what is translated in-house and what is outsourced;
- Proofread, revise and correct external and machine-based translations, as assigned;
- Facilitate and strengthen the relationship with our external translation vendors, to ensure the delivery of high-quality translation that arrives on time and within budget constraints, including tracking status, progress of translation requests, spot-check proofreading and monitoring overall client satisfaction.

The Translator performs other related duties as requested.

Qualifications

- Post-secondary degree Bachelor of Arts in Translation (English to French), Linguistics, or equivalent, required;
- Certified member of a recognized professional translators' association such as ACT-CATS, ATIO, OTTIAQ, CTINB, etc. an asset;
- Minimum of five years of translation experience or translation service program oversight in a corporate environment;
- Complete fluency and proven communication skills in both English and Canadian French with excellent command of the English and Canadian French language, both verbal and written;
- Must possess strong spelling, proofreading, grammar and editing skills;
- Experience in overseeing and coordinating partnerships / agreements / contracts with translation vendors and/or translators;
- Exceptional organizational skills and ability to prioritize multiple tasks seamlessly in a rapidly changing environment with excellent attention to detail;
- Self-motivated individual with the ability work independently or as part of a team;
- Strong interpersonal skills and proven ability to build relationships internally and externally;
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, Teams);
- Experience working with Indigenous Governments, organizations, and communities an asset;
- An understanding, awareness and appreciation of Indigenous culture and history an asset;
- Willing to participate in ongoing education and training for the role;
- Willingness to participate in ongoing education and training for the role including Indigenous Cultural studies.

Equivalent or relevant education and/or experience may be considered.

Competencies

Communication

- Conveys information, both verbally and written, with confidence, consistency, effectiveness, and clarity, using active listening techniques to effectively understand and increase understanding.
- Excellent interpersonal and communications skills with the ability to develop positive relationships internally and externally and work collaboratively with a team.
- Ability to liaise with external vendors as needed.
- Superior communication skills and an excellent command of written and spoken English and Canadian French.

Knowledge/Technical

- In-depth knowledge of the translation and editing process, i.e., of reading the source text and analyzing its content, style, and terminology, and ensuring the wording of the translation clearly reflects the intent of the author of the source text.
- Accuracy, attention to detail, judgement, and excellent organizational skills.
- Ability to carry out instructions and to communicate effectively, orally and in writing.

Adaptability/Flexibility

- Ability to adapt and respond to the changing environment and to constructively create opportunities for change through active participation.
- Embraces change and demonstrates a willingness to learn new skills and processes.

Discretion and Confidentiality

- Respects the confidentiality of information, spoken and written in confidence and refrains from sharing with others except on a need-to-know basis.
- Demonstrates skills of discretion and judgement when carrying out duties.

Political Savvy

- Exhibits confidence and professional diplomacy, while effectively relating to people at all levels internally and externally.
- Uses knowledge of the organizational culture in making decisions and perceives the impact and implications of such decisions.
- Demonstrates sensitivity to surroundings and acts accordingly in conversations.

Detailed and Organized

- Responsive in a fast-paced environment; follows detailed procedures and ensures accuracy in documentation and data; concentrates on routine work details; organizes and maintains a system of records.
- Ability to manage multiple projects and determine project urgency in a practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks effectively.

Working Conditions

- This position is based in Ottawa, Ontario. Hybrid work may be considered.