

## Translation / Language Student Opportunities – Global Affairs Canada (Casual Part-Time)

Global Affairs Canada (GAC) is seeking to engage motivated translation students or recent graduates with strong language and communication skills who are looking for meaningful work experience within the federal public service.

These roles are in support of the Grants and Contributions Transformation Initiative (GCTI) and will primarily contribute to the translation needs of the bureau. Students will gain practical experience working in a professional bilingual government environment, supporting international affairs and public service initiatives.

### Job Details

In this role, you will contribute to a range of translation and content support activities, including:

- Producing high-quality translations
- Reviewing translations for consistency and accuracy
- Supporting final revisions to ensure clarity, flow, and readability
- Create and track translation metrics to support service standards
- Assist with reviewing and updating website content during lower-volume periods
- Support information management and content organization activities
- Contribute to document and content clean-up initiatives

### What We Are Looking For

- Strong written communication skills in both official languages – French & English (bilingualism is required)
- Attention to detail and ability to work within structured review processes
- Demonstrated willingness to learn and develop new skills
- Ability to adapt to changing priorities in a dynamic work environment
- Capacity to work effectively in a fast-paced setting
- Interest in learning and using translation tools
- Strong collaboration and teamwork skills

### What You Will Gain

- Practical experience within a Federal Government Department - Global Affairs Canada (GAC)
- Experience supporting work tied to the GCTI project and broader international/public service initiatives
- Exposure to a professional bilingual environment and real-world translation workflows
- Opportunities to contribute to related areas such as information management and web content improvement
- Development of transferable skills such as attention to detail, adaptability, and working in a fast-paced setting

This opportunity is ideal for students looking to build hands-on experience in translation while contributing to meaningful public service work in a dynamic and collaborative environment.

### How to Apply

Interested candidates are invited to submit their CV via email to [nadia.doucet@international.gc.ca](mailto:nadia.doucet@international.gc.ca)