



Job Posting: Senior Bilingual Communications Officer

Department	Marketing and Communications
Reports to	Manager, Communications
Posting type / term	Full-Time / Permanent / Unionized
Location	Hybrid in Toronto or Remote in Canada
Salary range	\$71,611 - \$76,915
Application deadline	November 10, 2023 at 4pm ET
Apply to	jobs@egale.ca (must include cover letter)

About us

Egale is Canada's leading organization for 2SLGBTQI people and issues. We improve and save lives through research, education, awareness, and by advocating for human rights and equality in Canada and around the world. Our work helps create societies and systems that reflect the universal truth that all persons are equal and none is other.

Egale is committed to equity, diversity, inclusion, and decolonization (EDID) in employment and therefore strongly encourages people of diverse, intersecting, and marginalized identities to apply. This is including, but not limited to: women, Indigenous, 2SLGBTQI, people of colour, older persons, persons living with HIV, sex workers, people with disabilities and other historically marginalized groups. We recognize that equity-denied employment seekers often rule themselves out of applying if they do not meet all educational or skill requirements or have gaps in employment/education. At Egale, we take lived experience into consideration and encourage using your cover letter as an opportunity to explain how your lived experience translates to this role.

Position Description

Reporting to the Manager, Communications, the Senior Bilingual Communications Officer is responsible for the translation of written copy from English to French and French to English for a wide range of digital and print materials.

Primary Duties & Responsibilities

In-House Translation – 60%

External Translation Coordination – 30%

Project Management and Administration – 10%

- Translate copy from English to French and French to English on a wide range of materials including but not limited to:
 - Newsletters and social media
 - Website content and blog posts
 - Statement, letters and op-eds
 - Print materials such as posters, postcards, etc.
 - Research reports and knowledge products
 - Educational products such as eLearning and toolkits
 - And other materials as required.
- For larger projects where external translators are required, the *Senior Bilingual Communications Officer* will prepare, send, and receive copy from external translators.
- Review, revise and proofread for quality control on content translated by external translators.
- Oversee Egale's French Language Writing Guide with support from Egale's internal French working group.
- Working with the Manager, Communications, provide internal and external leadership for Egale's French language choices for 2SLGBTQI topics.
- Regular communication and coordination with Project Managers on translation budget and progress tracking.
- Write and edit French copy for a variety of communications mediums including print and digital.
- Other tasks as assigned.

Qualifications

Education and Experience:

We recognize the value of a variety of educational experiences including, but not limited to, academic, work and lived experience. All applications, regardless of educational backgrounds will be considered fairly and equitably. However, a degree/diploma in one of the following areas would be an asset:

An equivalent combination of education, experience and/or lived experience will be considered.

- University degree or diploma in translation and/or in a closely related field or equivalent experience.
- 'Certified Translator' designation obtained through the Canadian Translators, Terminologist, and Interpreters Council (CTTIC) or a provincial Member Society of CTTIC.
- A minimum of 5 years' experience as an English-to-French/French-to-English translator
- Bilingual in French and English required.

Knowledge, Abilities and Skills:

- Knowledge of equity, diversity, inclusion, and decolonization (EDID) principles, and a strong understanding of anti-racism and anti-oppression framework.
- A strong understanding of, and familiarity with, 2SLGBTQI communities.
- Superior French and English writing skills based on in-depth understanding of grammar, punctuation, tone of voice and vocabulary.
- Strong research skills to learn and confirm idiomaticity and specialized terminology.
- High attention to detail.
- Self-confidence and capacity to work independently with minimal supervision.
- Advanced computer skills including Microsoft Office Suite (Excel and Word).
- Demonstrated organization and time management.
- Expertise and/or lived experience around 2SLGBTQI equity and inclusion.
- Knowledge of Anti-Racism/Anti-Oppression frameworks
- Experience working in a not-for-profit, 2SLGBTQI community and/or social justice environment preferred.

Working Conditions:

In Office:

- Accessible building located along city bus route.
- Five (5) minute walk to the subway.
- Public parking available for \$12/day (paid for by employee).
- Accessible and gender-neutral washrooms (ground floor).
- Low noise in the office, fluorescent lighting, option to book board rooms for quiet working or meeting spaces.
- Scent free environment.

Remote:

- Laptop provided.

Additional Benefits:

- Comprehensive benefits package (after 4 months' probation period).
- Paid personal days.
- 3 weeks of vacation.
- Remote work option.
- Flexible start times.
- Access to gender-affirming funds for gender-affirming care.
- Potential for further advancement within the organization.
- A diverse and inclusive work environment.
- Professional development opportunities.

For those working in-office, you have full and free access to the building amenities. Includes: indoor pool, hot tub, sauna, gym, yoga room and squash/racquetball court.

How to Apply

Please submit your resume/CV and cover letter with the title of the role you are applying for in the subject line to jobs@egale.ca prior to the application deadline.

About Egale Canada

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Our Mission is to improve the lives of 2SLGBTQI people in Canada and to enhance the global response to 2SLGBTQI issues. Egale will achieve this by informing public policy, inspiring cultural change, and promoting human rights and inclusion through research, education, awareness, and legal advocacy.

Our Vision is a Canada, and ultimately a world, without homophobia, biphobia, transphobia, and all other forms of oppression so that every person can achieve their full potential, free from hatred and bias.

Statement on Employment Equity and Diversity

Egale Canada is committed to work led by and for 2SLGBTQI communities. We strive to ensure members of equity-denied groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work opportunities with Egale because a diverse work force is critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in employment which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals.

Egale welcomes and encourages applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process. If you have questions or requests for accommodations, please email hr@egale.ca

We thank all applicants for their interest, however only those selected for an interview will be contacted.

We acknowledge our office is located on the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples. Our staff lives and works on stolen land across Turtle Island. As an organization committed to 2SLGBTQI inclusion, our work is bound with Indigenous solidarity, and we are on a constant journey to uphold this commitment.