



## Job Posting

### About the CFPC

Representing more than 40,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

**Our Mission:** Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

**Our Vision:** Leading family medicine. Improving lives.

**Our Values:** Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

### We are recruiting for a Translator (Bilingual)

**Posting #:** 2021-08  
**Department:** Communications  
**Division:** Member and External Relations  
**Reports to:** Manager, Translation and French Language Services  
**Classification:** Support Staff  
**Status:** Permanent  
**Job Family:** Professional/Knowledge Worker  
**\*FTE:** 1.0  
**Level:** 4B

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### Summary:

With direction from the Manager, this position will be responsible for efficient and time-sensitive delivery of quality translation services to CFPC standards.

## Responsibilities:

Essential Duties include:

- Translate a high volume and wide variety of print and electronic communications materials from English to French, as assigned
- With direction, maintain the translation memory banks to maximize the use of Logiterm, as well as the terminology database
- Proofread content to ensure correctness of grammar, punctuation, and spelling
- All assignments must be completed within defined timelines
- Participate in group and department meetings as required
- Provide excellence in member and client service
- Participate in other College activities and meetings as required
- Other duties as assigned

Related duties:

- Ensure effective and professional communications with all internal/external contacts
- Develop and maintain collaborative relationships at all levels of the organization
- Work in accordance with all CFPC policies, procedures and processes, and all applicable legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours aligned with the CFPC Values
- Demonstrate competencies aligned with the CFPC Competency Framework
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC
- Participate on special projects as required
- Participate on internal staff committees or working groups as required
- Assist with the onboarding of new team members as required
- Support the team and collaborate with colleagues to ensure department needs are met including absence coverage and cross-training as required

## Requirements:

- Bachelor's degree in Translation
- ATIO or OTIAQ certification an asset
- Minimum 3 years' translation experience
- Experience working with style guides
- Superior proofreading skills
- Proven attention to detail and ability to work with a high degree of accuracy
- Excellent interpersonal skills
- Advanced computer skills in MS Office applications and Acrobat DC Pro
- Knowledge of InCopy and asset

- Advanced knowledge of computer-aided translation solutions (i.e. Logiterm or Trados) an asset
- Ability to work independently, manage multiple deadlines and prioritize requests
- Administrative skills to organize project files effectively
- Familiarity with AODA compliancy requirements for print and electronic documents an asset
- Superior verbal and written communication skill, with ability to express ideas and opinions clearly and effectively in English and French

#### **Working Conditions:**

- Open concept office environment
- Occasional travel may be required
- Support to the annual Family Medicine Forum may be required
- Monday to Friday 8:00 a.m. – 4:00p.m. *or* 8:30a.m. –4:30p.m. *or* 9:00a.m. – 5:00p.m.
- Flexibility to work overtime at peak times may be required

**If you share our passion, and are committed to living our CFPC Values**

**please submit a cover letter and your résumé referencing the posting # 2021-08 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by April 12, 2021.**

*The CFPC is committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.*

*We thank all those who apply but only those selected for further consideration will be contacted.*

*\*Full-Time Equivalent*

