

Job Posting

About the CFPC

Representing more than 38,000 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 Proof-reader/ Translator (Bilingual)

Posting #:	2019-18
Department:	Communications
Division:	Member and External Relations
Reports to:	Manager, Translation and French Language Services
Classification:	Support Staff
Status:	Permanent Full time
*FTE:	1.0
Level:	3B

Job Summary:

Under the direction of the Manager, Translation and French Language Services, the incumbent is responsible for the proofreading of high-quality material, print and digital, as well as the English to French translation of communications for the College of Family Physicians of Canada (CFPC).

Duties and Responsibilities:

Essential duties include:

- Provide proofreading of French copy for a variety of projects and ensure the French matches the English in terms of clarity and consistency
- Ensure French copy reflects proper grammar, syntax, spelling and style
- Proofread pages for spelling, punctuation, format, style, spacing and font accuracy
- Translate print and electronic communications materials from English to French, as assigned
- Update translation databases using Logiterm
- Interact with staff in other departments

Related Duties:

- Ensure effective and professional communications with all internal/external contacts
- Develop and maintain collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided
- Participate with the onboarding of new team members as required
- Support the team and work with colleagues to ensure department needs are met including absence coverage
- Work in accordance with all CFPC policies, procedures and processes, and federal and provincial legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours that align with the CFPC Values
- Demonstrate competencies aligned with the CFPC Competency Framework
- Perform other related projects
- Other duties as assigned

Requirements (knowledge, experience, education, competencies):

- Minimum 1 to 3 years' proofreading or translation experience

- Bachelor's degree in Translation or in the process of obtaining a bachelor's degree in a recognized undergraduate program in Translation
- Knowledge of InCopy and/or InDesign
- Exceptional knowledge of French grammar, punctuation and spelling
- Previous proofreading experience
- Proven attention to detail and ability to work with a high degree of accuracy
- Excellent interpersonal skills
- Proficiency in MS Office applications and the ability to learn new applications quickly; knowledge of SharePoint is an asset
- 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
- Ability to work collaboratively in a business environment
- Verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English and French

Working Conditions:

- Open concept office environment
- 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 for work from home days in compliance with the CFPC's related policy
- 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# 2019-18 to: careers@cfpc.ca by 5 PM September 20, 2019**

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

