

Position Title:	French Editor
Service:	Communications
Reports to:	Director, Communications
Position(s) Supervised:	None
Status:	Full-time
Location:	Toronto, Ontario
Posting Date:	February 25, 2019

### **A. About CATIE**

CATIE is Canada's source for accessible, evidence-based information about HIV and hepatitis C prevention, testing, care and treatment and support. CATIE strengthens the national response to HIV and hepatitis C by fostering collaboration and capacity among people living with HIV and/or hepatitis C and other affected populations, frontline service providers and researchers to reduce transmission and improve health and well-being.

### **B. Primary Role**

CATIE's French Editor oversees all of the organization's English-French translation services, ensuring a timely delivery of accurate and audience-appropriate materials. Working with teams across the organization, this position coordinates translation projects by freelancers, reviews and edits French-language content for web and print, and assists with rapid translation and content approval. This full-time position is supervised by the Director, Communications, and is based at the CATIE office in Toronto.

### **C. Key Responsibilities**

#### **Job Responsibility #1: Coordination of translation and proofreading (85%)**

1. Translates, proofreads and edits plain-language prevention and treatment information to meet the needs of CATIE's diverse audiences.
2. Coordinates and oversees timely flow of documents through translation and proofing stages.
3. Proofs and signs off on printer's proofs.
4. Oversees translation production schedule and ensures deadlines are met.

#### **Job Responsibility #2: Provides French linguistic expertise (10%)**

1. Acts as an expert for French translation issues across the organization and advises staff on French-language questions.
2. Maintains and revises when necessary CATIE's French Language Style Guide as well as the bilingual glossary.

3. Maintains a high level of current awareness about HIV and hepatitis C prevention, testing and treatment in French terminology.
4. Provides French expert review to external organizations.
5. Keeps abreast of contemporary linguistic trends and evolution; and acts as a linguistic trendsetter where no translation exists.
6. Provides French-language logistical support to CATIE's events, as needed.

**Job Responsibility #3: Communications and Social Marketing and Organizational Initiatives (5%)**

1. Assists the Director, Communications, with the development and implementation of the annual plan, including narrative and budget.
2. Assists the Director, Communications, with departmental reporting to funders regarding Communications and Social Marketing activities.
3. Participates in staff meetings and organizational projects as needed.
4. Completes other duties as assigned.

**D. Knowledge and Skills Required**

1. A degree in English to French translation or equivalent work experience.
2. Superior oral and written skills in both French and English.
3. Excellent project management skills.
4. Excellent time management skills and the ability to work under pressure.
5. Familiarity with translation in the health context a definite asset.
6. Sensitivity and understanding of the unique requirements of publications that speak to diverse communities and cultures.
7. Knowledge of CATIE's mandate, program direction and service philosophy.
8. Understanding of HIV and hepatitis C prevention and treatment and the communities affected by HIV and hepatitis C in Canada would be highly beneficial.
9. Membership in the Association of Translators and Interpreters of Ontario (ATIO) or a similar body an asset.

*"CATIE is committed to employment equity and encourages applications from people that identify as racialized, people with culturally diverse backgrounds, people of all gender identities and sexual orientations, and people with disabilities. CATIE recognizes the need for experience, knowledge, and guidance from communities disproportionately impacted by HIV and hepatitis C, including those with lived experience or living with HIV or hepatitis C. Additionally, accommodations are available on request for candidates taking part in all aspects of the interviewing process."*

Interested applicants should visit our website at [www.catie.ca](http://www.catie.ca).

E-mail applications preferred. No phone calls, please.

We thank you for your interest, however, only those applicants to be interviewed will be contacted.

**Deadline for applications:** Friday, March 15, 2019

**Submit applications to:** [jobs@catie.ca](mailto:jobs@catie.ca)

**NOTE:** To reduce the number of "spam" responses to this posting, respondents must include the following text in the subject line of your e-mail: CATIE 2331.