



**cmeec**

Council of  
Ministers  
of Education,  
Canada

Conseil des  
ministres  
de l'Éducation  
(Canada)

**THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC)**, is an intergovernmental agency providing leadership in policy development, program administration, and research at the pan-Canadian and international levels. Located in the heart of Toronto (steps from the St. Clair subway), CMEC is seeking a:

### **TRANSLATOR (ENGLISH-TO-FRENCH)**

**Full-time**

**Current salary range: \$62,645 – \$77,677**

The **Translator (English-to-French)** will be responsible for all aspects of translation from English to French and work in close collaboration with three other translators and two copy editors to ensure that CMEC's bilingual documents are of the highest quality.

#### **We offer:**

- A competitive salary and comprehensive benefits plan
- A fully bilingual work environment
- One of the best locations in Toronto, close to the subway, parks, and restaurants
- The opportunity for professional growth and development
- A pleasant and supportive work environment

#### **Position summary:**

Major responsibilities of the position include:

- Translating a wide variety of documents (including letters, memoranda, minutes, and reports) from English to French
- Advising Secretariat staff on language issues, including style, usage, specific terminology, and formatting; advising staff on the organization of translation services, including the choice of freelance translators
- Responding to questions on linguistic terminology from Secretariat staff and provincial/territorial ministries
- Copyediting the work of other translators, on an occasional basis
- Providing limited substantive editing, when required
- Assisting in the maintenance of the Secretariat's translation databases
- Assisting in the maintenance of CMEC style guides
- Other related duties, as required

## Key Qualifications

- A degree in English-to-French translation or equivalent work experience
- Superior oral and written skills in both French and English
- Excellent project-management skills
- Excellent time-management skills and the ability to work under pressure
- Superior interpersonal skills
- Highly developed decision-making and problem-solving abilities
- Knowledge of, and sensitivity to, intergovernmental relations
- Computer literacy

**Preference may be given to candidates with one or more of the following:**

- Previous experience as a translator
- Government experience
- Membership in the Association of Translators and Interpreters of Ontario (ATIO) or a similar body
- Familiarity with LogiTerm translation software

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), to the attention of Human Resources at [hr@cmecc.ca](mailto:hr@cmecc.ca) by **12:00 p.m. EST, February 27, 2017**. For more information, visit us at [www.cmecc.ca](http://www.cmecc.ca).

CMEC welcomes applications from persons with disabilities. Accommodations are available upon request for candidates taking part in the selection process.

CMEC thanks all candidates for their interest in this position. Only those who are selected for an interview will be contacted. Candidates must be legally entitled to work in Canada.

**CMEC is an equal-opportunity employer.**