



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:

BILINGUAL TRANSLATION SERVICES OFFICER

Full-time, 18-month contract (maternity-leave replacement)

Current annual salary range: \$51,633–\$70,219

Work arrangement can be remote, in-person, or hybrid

Position summary:

The **Translation Services Officer** coordinates all aspects of the translation and copy-editing process at a fast-paced intergovernmental agency. CMEC supports the education ministries and departments of all 13 provinces and territories. The main tasks of the position include:

- triaging all materials submitted by staff for copy editing and translation
- managing the workload and workflow of translators and copy editors
- negotiating with staff to determine appropriate deadlines
- troubleshooting document management issues that arise
- reviewing materials to ensure they are complete and ready for copy editing and/or translation
- managing and tracking translation and/or copy-editing requests sent out to freelancers and submitting timely invoices
- coordinating with senior staff to plan and manage the editing/translation schedules for CMEC's large biannual meetings
- maintaining the CMEC Translation Database and assisting/training staff with its use

Depending on the candidate's qualifications, they may also be asked to carry out tasks related to the public communications profile of CMEC.

Key qualifications

Experience and skills in the following areas are required:

- fluency in English and French, both written and spoken
- superior task-management and multi-tasking skills
- excellent organizational skills

- excellent troubleshooting skills
- excellent computer skills and strong proficiency with various software packages, in particular Microsoft Office
- ability to work independently and in a team
- excellent communication and interpersonal skills
- ability to plan, prioritize, and re-prioritize work, and meet tight deadlines
- experience in a document-management or translation project coordinator role
- ability to deal with a variety of external stakeholders (government experience would be preferable)
- experience using and updating databases
- French or English copy-editing experience would be an asset

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, **by 4:00 p.m. EDT, July 15, 2022**. For more information, visit us at 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.