



TITLE: Translation Volunteer

Reports to: Communication, Membership, and Programs Manager

Position Summary and Overview

The primary function of this position is to ensure that CARA's information is available in French and that its resources are accurately translated.

The Translator must be bilingual, possess excellent communication skills, and have a keen eye for detail.

Duties and Responsibilities

Key responsibilities for this position include:

- Translating documents from English to French within a reasonable timeframe.
- Maintaining the confidentiality of all information handled in this role.
- Reporting immediately to the Professional Development & Communications team regarding any material that appears ambiguous or requires clarification.
- Translating materials that may include, but are not limited to, the Connections newsletter, resources for students in the Certification programs, webinar information, website updates, and other CARA-related documents.

Education, Experience, and Other Qualifications

The Translation Volunteer should demonstrate the following:

- Proficiency in English and French (writing, reading, and speaking).
- Proficiency in accurately translating documents from English to French.
- Knowledge of, or proficiency with, computers and word-processing software.
- Ability to communicate clearly and precisely, both verbally and in writing.
- Strong organizational skills, attention to detail, and the ability to meet deadlines.
- Ability to devote the required amount of time to complete assigned tasks. Time may vary depending on the volume of material but is not expected to exceed 5 hours per month.