



## JOB DESCRIPTION

<b>POSITION</b>	Translator	<b>DEPARTMENT</b>	Marketing & Communications
<b>CLASSIFICATION</b>	Coordinator	<b>PAY RANGE</b>	
<b>REPORTING STRUCTURE</b>			
<b>POSITION REPORTS TO:</b>	Manager, Translation and Language Services		
<b>STATUS</b>	Permanent		
<b>LOCATION</b>	Home Office		

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### POSITION PURPOSE

Reporting directly to the Manager, Translation and Language Services, this role is responsible for translating various documents within the organization, proofreading, as well as maintaining consistency of terminology throughout the organization. This role will provide translation services to all departments within the organization. Working collectively and dynamically with the Marketing and Communications department, the position will provide input, more specifically in regards to translation considerations, to help with the creation, planning and execution of initiatives and programs.

### ESSENTIAL FUNCTIONS AND BASIC DUTIES OF POSITION

- Translate, from English to French and occasionally from French to English, materials of various levels of complexity on different aspects of the organization, such as:
  - news releases
  - Web features
  - game stories
  - content related to grassroots and community initiatives (learn-to-play initiatives, partner programs, Hockey Canada Foundation, Member Branches, etc.)
  - content related to hockey development (training drills, player pathways, instructional material, etc.)
  - administrative documents (job postings, contracts, financial statements, terms and conditions, insurance and risk management documents, etc.)
  - communications with players and parents
  - player and staff profiles
  - content related to event hosting (bid guidelines, volunteer programs, onsite signage, etc.)
  - promotional material (creative assets, slogans, contest rules and regulations, etc.)
  - social media posts
  - content for video subtitles or voiceovers
- Proactive communication and customer service with Hockey Canada departments to obtain additional information and background to ensure accurate translations
- In collaboration with the Manager, Translation and Language Services, research and maintain consistency of terminology throughout the organization
- Proofread or update documents and materials
- Other language services, as required
- Update job knowledge by participating in conferences and educational opportunities; reading professional publications, maintaining personal networks, participating in professional organizations

- Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments

## **HOCKEY CANADA COMPETENCIES**

- Establish awareness how role contributes to the overall organization and seeks to understand other departments
- Earn others' trust and respect through consistent honesty and professionalism in all interactions
- Take personal responsibility for the quality and timeliness of work and professional presence, and achieve results with little oversight
- Promote cooperation and commitment within a team to achieve goals and objectives
- Use a broad range of communication techniques effectively to communicate to varying audiences in a variety of situations
- Adapt to changing needs, conditions and work responsibilities
- Make timely, informed decisions that take into account the best practices, the facts, goals, constraints and risks
- Focus on results and desired outcomes and how best to achieve them - get the job done!
- Display an ongoing commitment to learning and self-improvement
- Work as competent member of a team, willingly providing back up support for colleagues when appropriate, as delegated and actively supporting group goals

## **PERFORMANCE MEASURES**

- Overall body of work produced, both in terms of quality and quantity
- Ability to handle all steps required to successfully fulfill translation requests, such as managing communications with requesters, workflow and deadlines and delivery of a finished product
- Level of passion, drive and ambition as well as standards of quality, commitment and expertise which are consistent with Hockey Canada's culture
- Personal characteristics and nature in the office are a match with Hockey Canada's culture
- Ability to work solitarily or remotely with appropriate independence and right amount of team reliance and collaboration

## **QUALIFICATIONS**

- Bachelor's Degree in Translation
- 1-3 years' experience as a translator, preferably in the sports field
- Membership in a provincial professional order is an asset
- Experience with CAT tools is an asset
- Emphasis on English to French translation skills, but ability to translate from French to English from time to time
- Must have the ability to work from a home office
- Strong hockey knowledge
- Excellent interpersonal skills; promote cooperation and commitment within a team to achieve goals and objectives
- Strong communication skills, both verbal and written; ability to use a broad range of communication techniques to effectively communicate to varying audiences in a variety of situations
- Emphasis on providing a customer-centric approach to identifying and fulfilling needs and objectives
- Exceptional organizational and time management skills; ability to balance conflicting priorities in order to manage the workflow, ensure the completion of essential projects and meet deadlines
- High level of integrity; earn others' trust and respect through consistent honesty and professionalism in all interactions
- Demonstrated high level of proficiency with Microsoft Office software and ability to quickly adapt to new technology and easily acquire new technical skills

- Ability to work staggered hours, evenings and weekends as necessary
- Bilingualism (English/French) is mandatory
- Satisfactory Criminal Record Check including Vulnerable Sector Verification

## **WORKING CONDITIONS**

- Work Staggered hours, evenings and weekends as necessary