



Translation – Position Description

The Aboriginal Firefighters Association of Canada (AFAC) was founded in 1991 and is a united body of regional Indigenous emergency and fire service organizations across Canada whose mandate is to represent the interests of local associations at the national level. The National Indigenous Fire Safety Council (NIFSC) has been formed under the guidance of AFAC to specifically drive the implementation of standardized fire services, and promote national standards in fire prevention, education, and suppression within Indigenous communities across Canada. The NIFSC will continue to develop and enhance programs ranging from public fire safety education to custom support services for Indigenous fire departments across Canada.

The NIFSC is seeking the services of a Translator will provide the translation of materials from English to French. Please note that this is a contract position, working fully remote, for a term ending March 2023.

Immediate Supervisor: Executive Director

Status/Hours: The anticipated workload is 25%-50% full-time-equivalent.

Primary Responsibilities and Duties Include:

- > Reads through or listens to material in English, ascertains understanding of the meaning and context of that material, and converts it into French, making sure to preserve the original meaning.
- > Apply their cultural knowledge to render an accurate and meaningful interpretation or translation of the original message.
- > Consults with subject matter experts and other colleagues in order to understand specialized concepts and translate them appropriately.
- > Provides clients with quotes based on project length and level of complexity.
- > Follows up with clients to ensure satisfaction and understanding.
- > Adheres to industry quality standards established by the Canadian Association for Translation Studies to ensure that all completed work follows legal and ethical obligations.
- > Translates a variety of documents including technical and educational materials.

Core Required Competencies:

- > Bilingual in French and English
- > Strong written and verbal communication skills
- > Ability to exercise independent judgement in making decisions related to terminology and nuances within language.
- > Accuracy and attention to detail
- > Ability to work effectively and complete priorities within a timeline-driven environment.





National Indigenous
Fire Safety Council Project
Projet du conseil national
autochtone de la sécurité-incendie

Translator

Minimum Education, Certification and/or Experience:

- > Bachelor's Degree and a minimum of 5 years of related experience
- > Competency in Microsoft applications

Additional Requirements:

- > Of Aboriginal Heritage
- > Experience and knowledge of fire and life safety

Closing Date:

The candidate will be selected from qualified applicants. Posting will close April 22, 2022 but may be extended if not filled. The desired start date is May 9, 2022.

How to Apply:

Please respond with any questions. Applications must include a resume and can be submitted by email to HR@indigenousfiresafety.ca. Interested candidates may be located anywhere in Canada.

AFAC is an equal opportunity organization and encourages Expression of Interests responses from any community.

