



New paths
for women
since 1875

VOLUNTEER CENTRE

POSITION : ENGLISH-TO-FRENCH TRANSLATOR

At the YWCA, we are committed to helping as many women and young girls in Montreal as possible. We strive to offer the widest number of services in both English and French. To achieve this, we rely on the support of our volunteer professional translators, whose skills greatly benefit our organization.

Key tasks and responsibilities

- Translate texts (flyers, guides, posters, etc.) from English into French.
- Work closely with the YWCA team and ask questions in order to gain a good understanding of each project.

Position requirements

- **Knowledge:** Professional translator with a degree in translation (essential). Good writing skills and perfect spelling. Excellent knowledge of Microsoft Word.
- **Practical skills:** Excellent time-management skills and an ability to work to deadlines. Good knowledge of revision tools in Word.
- **People skills:** Respect for others and their deadlines.

Volunteer conditions

*Please note that our selection criteria for translators is very strict. Not all applicants will be accepted.

- Pass a translation test.
- Translate into your mother tongue only (French in this case).
- Attend an interview with the Volunteer Centre coordinator.
- Have access to a computer and Microsoft Word.
- Work from home or at the YWCA.
- Accept volunteer requests as often as possible.

Type of position and schedule

Irregular hours, on call

We are setting up a bank of volunteers that are available on a casual basis.