

POSITION : TRANSLATOR

At the YWCA we are committed to helping as many women, young girls and families 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 and vice versa.
- Work closely with the YWCA team and ask questions in order to gain a good understanding of each project.

Position requirements

- **Knowledge:** Professional translator. Good writing skills and perfect spelling. Excellent knowledge of Microsoft Word.
- **Practical skills:** Excellent time-management skills and an ability to work with deadlines. Good knowledge of Microsoft Word tools.
- **People skills:** Respect for others opinions and ideas. Respect deadlines.

Volunteer conditions

*Please note that our selection criteria for translators is strict.

- Take and pass a translation test.
- 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 building a bank of volunteers that are available on an occasional basis.