

## LET'S TALK SCIENCE POSITION POSTING

*Position* Translation Coordinator, Education Programs

*Position Status:* Full-time contract through to the end of March 2023, which may be extended

*Closing Date:* Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on September 25th, 2022

### THE OPPORTUNITY

Let's Talk Science is an award-winning, national charitable organization focused on education and outreach to support youth development. Let's Talk Science believes equity, diversity and inclusion strengthen the community and enhance excellence, innovation and creativity. We are committed to employment equity, building a diverse workforce and accessibility for all employees and program participants. Through the creation and delivery of unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM), staff and volunteers support learning and skill development. Committed to inspiring and empowering youth in Canada to develop the skills they need to participate and thrive in an ever-changing world, Let's Talk Science offers programs, resources and services that motivate all ages to fulfill their potential and prepare them for future careers and roles as citizens. For close to three decades Let's Talk Science has excited, inspired and engaged more than 11.5 million children, youth, educators and volunteers in STEM.

We invite you to visit our website [letstalkscience.ca](https://letstalkscience.ca) to learn more about our organization including our historical and ongoing commitment to equity, diversity, inclusion and accessibility (EDIA) (<https://letstalkscience.ca/about-us/equity>).

### Benefits and Perks of Working at Let's Talk Science

- Competitive salary and flexible hours
- Remote work option that enables you to join us anywhere in Canada with support for set-up and connectivity
- Starting with 3 weeks' vacation plus a 2 week paid closure over the December–January holiday period
- Training to support our commitment to EDIA

### POSITION

The Translation Coordinator, Education Programs is responsible for overseeing the translation and validation of resources developed by the Digital Development and Educator Experience teams for use by educators and youth across Canada. They are responsible for working with external translators to ensure quality and consistency for all French language resources produced by the Digital Development and Educator Experience teams. This position includes coordinating with team members developing resources, preparing those resources for translation, managing the flow of resources to and from external translation services, validating translations when they return from the translators, and supporting team members responsible for posting of the resources in French. This person will work with others in the organization to develop quality and consistency standards for French language resources, and be responsible for ensuring that those standards are met in the resources developed by the Digital Development and Educator Experience teams.

### Responsibilities:

- Manage flow of documents through translation process using appropriate tools
- Monitor upcoming translation needs
- Manage relationships with translation services
- Monitor capacity of translation services, with recommendations to deal with shortfalls
- Prepare documents for translation
- Validate translated content to ensure it rightly conveys the meaning of the original text
- Edit translated French text to make it readable for the appropriate audience

- Find and replace external English resources with French equivalents (*eg. Youtube videos, articles*)
- Adapt French material as needed in cases where English colloquialisms are used
- Maintain and update French resources
- Ensure that appropriate standards for French language resources are followed, including alignment of terminology with Let's Talk Science's French Word Authority
- Other duties as requested/required that are within the scope of the position

## Requirements/Qualifications

- Post-secondary education in translation, French language, or a related field
- 2-3 years' experience in translation and validation of educational materials
- Bilingual, French first language preferred, with ability to work in an English environment
- Good knowledge of Microsoft Office Professional, including Microsoft Outlook
- Professional certifications in writing/editing, or a related field will be considered an asset

## Skills and Abilities

- Excellent organization and self-management skills; accuracy and attention to detail
- Strong interpersonal skills and proven ability to work as effective member of a team
- Ability to organize work activities to meet assigned responsibilities
- Knowledge of the diverse French language communities in Canada
- Comfort working with technology and experience with a variety of software and platforms
- Computer skills, including use of content management systems and web site content management systems
- Some experience with a Content Management System (CMS) such as Wordpress or Drupal is an asset
- Discretion and the ability to maintain confidentiality
- Experience working with translation firms and suppliers

## Working Relationships

- Reports to Director, Professional Learning and Manager, Digital Development
- Works closely and collaboratively with the Resource Development Coordinator, Digital Development, and the Program Development Manager, Professional Learning, who will direct their work day-to-day, other Digital Development and Educator Experience team members, and collaborates regularly with staff across the organization.

Let's Talk Science has a mandatory COVID-19 vaccination policy in place. Therefore, it is expected that the successful candidate will produce confirmation of vaccination or proof of a valid human rights exemption.

Interested candidates should submit their resume and cover letter (including salary expectations) quoting "Translation Coordinator, Education Programs" as outlined below by 11:59 pm ET on September 25th, 2022 to:

Shawna Agathos  
 Human Resource Generalist, Let's Talk Science  
 1510 Woodcock Street, Unit 12 London ON N6H 5S1  
 Or via email: [hr@letstalkscience.ca](mailto:hr@letstalkscience.ca) (please submit all documents in one pdf file)  
 FAX: (519) 474-4085

*Let's Talk Science is committed to implementing the Calls to Action framed by the Truth and Reconciliation Commission. We acknowledge the shared lands we live and work on across Canada and that our national office is situated on the traditional territory of the Haudenosaunee, Wyandot and Anishinaabe.*

*Let's Talk Science values the diverse and intersectional identities of its stakeholders and staff. Let's Talk Science believes equity, diversity and inclusion strengthen the community and enhance excellence, innovation and creativity and is committed to accessibility for all employees. We are committed to employment equity and building a diverse workforce reflective of Canadian society that will enrich our work and learning environment. Let's Talk Science seeks applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates that have been historically disadvantaged and marginalized, including applications who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women, and/or 2SLGBTQ+.*

*All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents will be given priority. We are committed to providing accommodation to those with a disability or medical necessity. If you require an accommodation in order to participate in the recruitment process, please notify us and we will work together on the accommodation request. We thank everyone for their expression of interest and are truly appreciative of the time individuals put into applying. However, with the limitations on time only those selected for an interview will be contacted.*