

VOLUNTEER POSTING

Volunteer position title:	French Translator/Copyeditor	Posting date:	May 18, 2020
Staff Resource Person, contact information:	Robert Alsberry, Communications & Outreach Coordinator	Posting closing date:	June 12, 2020
Location:	Virtual/Remote	Position duration:	Flexible
Position type:	On-going	Service area:	MAX Ottawa service users

STATEMENT OF VOLUNTEER VALUE

As a volunteer, you will play a crucial part in the daily life of MAX. We value volunteers' roles as facilitators, mentors, board directors, leaders, supporters, educators, advocates. As Gay, Bi, Two-spirit, Queer (GBT2Q) and other guys into guys, either cis or trans community members and allies, the diversity of experiences and knowledge you bring to our team is extremely important. Your skills and talent help us create larger circles of social connection and reduce health barriers for GBT2Q men.

PURPOSE OF THE POSITION

The French Translator/Copy editor will be responsible for supporting MAX staff with translating and editing texts and documents from English to French or French to English, and review French language documents as needed. Your support will increase our accessibility and parity of MAX Ottawa's communications to people of diverse linguistic backgrounds.

RESPONSIBILITIES AND DUTIES

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| <ul style="list-style-type: none"> ● Translate internal and external texts including but not limited to: organization documents, external media content (social media, press releases, etc) and other related materials ● Proofread translated texts for grammar, spelling, and punctuation accuracy ● Review text for style, readability, and adherence to MAX's policies and procedures | <ul style="list-style-type: none"> ● Read given material and research industry-specific terminology ● Design new strategies, concepts, and content for the organization ● Other duties as assigned |
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QUALIFICATIONS

Required Qualifications	Preferred Qualifications
<ul style="list-style-type: none">● Strong writing ability in both French and English● Excellent proofreading skills with the ability to identify grammar, spelling, and punctuation errors● Well-grounded understanding of the importance of confidentiality● Knowledge of Microsoft Word and Google Docs, Sheet, and Forms● Ability to communicate effectively with GBT2Q guys from an array of socio-economic and cultural backgrounds	<ul style="list-style-type: none">● Experience with a variety of media content such as grant applications, social media, news releases, fact sheets, etc.● Familiarity with gender inclusive language● Knowledge of and familiarity with MAX's programs and services● Lived experience as a member of the GBT2Q community● Ability and willingness to accept and utilize feedback from supervision● Passionate about working with the GBT2Q communities● Ability to work as part of a team

EXPECTED COMMITMENT

Depending on the volunteer role, needs of the organization and extent of responsibilities, MAX encourages our volunteers to commit to a certain amount of hours per month. Volunteers must also adhere to MAX's code of conduct, confidentiality policies and other relevant program and agency policies and procedures.

For more information on the position or to submit an application, please email your interest at:

robert@maxottawa.ca *subject: "French Translator/Copyeditor"*