

## VOLUNTEER TRANSLATOR – FRENCH

<b>POSITION REPORTS TO:</b>	Marketing Specialist
<b>TYPE:</b>	In-person or Virtual
<b>HOURS OF WORK:</b>	Flexible
<b>LOCATION:</b>	At home or Richmond Hill office
<b>PURPOSE OF POSITION:</b>	The Volunteer Translator will assist in translating written materials, such as documents, brochures, and web content ensuring that our resources and communications are accessible to a wider audience.

### **About Yellow Brick House:**

Yellow Brick House is a non-profit charitable organization dedicated to providing services to women and children who have experienced violence and abuse. Yellow Brick House provides emergency shelter, counselling and supportive services to abused women and their children in York Region. Services are provided within a confidential environment that facilitates empowerment to help women and their children to rebuild their lives.

### **Summary of Position:**

Under the supervision of the Marketing Specialist, the Volunteer Translator will play a crucial role in ensuring that our resources and communications are accessible to a wider audience, particularly those who primarily speak French. Your proficiency in both French and English will be invaluable in translating written materials, such as documents, brochures, and web content, while maintaining accuracy and clarity.

### **Responsibilities:**

1. Translate written materials from English to French and vice versa, ensuring that the meaning and tone are preserved.
2. Review and proofread translated materials for accuracy and coherence.
3. Collaborate with the Communications team to ensure that translated content aligns with organizational messaging.
4. Maintain confidentiality of sensitive information.
5. Meet deadlines for translation projects and communicate any delays or challenges promptly.

### **Requirements:**

1. Proficiency in both English and French (written and verbal).
2. Previous experience in translation or a related field is preferred.
3. Strong attention to detail and accuracy in translation.
4. Cultural sensitivity and understanding of nuances in language.
5. Ability to work independently and meet deadlines.

### **Benefits from Volunteering:**

1. Opportunity to contribute to a meaningful cause.
2. Develop and enhance translation skills.
3. Join a collaborative team dedicated to making a positive impact.

Please submit resume providing your interest in applying to this position in confidence to [volunteering@yellowbrickhouse.org](mailto:volunteering@yellowbrickhouse.org)