



Volunteer Role: French Language Translator

The Role

The role of Editorial Staff—French Language Translator under the Managing Editors is integral to the successful implementation of the Canadian Journal of Emergency Management (CJEM) communications and editorial strategies and initiatives. They are responsible for translating written material from English to French. The Translator carries out the mission of CJEM to create a forum for scholars and practitioners of emergency management across Canada by ensuring publications and communications are available in both official languages.

Duties

- Translate written material that is distributed externally to CJEM subscribers and readers including social media posts, staff bulletins, announcements, article publications from English to French.
- Communicate effectively and work closely with authors using the Open Journal System for accuracy of concepts and technical terminology while providing a positive experience submitting their work and partnering with CJEM.
- Work collaboratively with the Communications and Editorial teams to ensure timely turnaround and publication of communications and journal articles.

Competencies/Experience

- Proficient fluency and mastery of English and French is essential.
- Experience in emergency management is strongly preferred.
- Strong competency with word processing and file sharing portals.
- Strong competency in aptitude for quality control or business processes.
- Strong, professional, clear and concise verbal and written communication skills.
- Experience working virtually and/or across time zones is an asset.

Engagement Type

This is a volunteer role with no compensation or benefits. We employ an internal strategy for volunteer management to add value to the volunteer experience. We ask for a long-term commitment (at least one year) from all applicants.

Equity and Inclusion

Read our values statements on [our website](#).

Application and Process

- Update your LinkedIn profile.
- Submit a one-page PDF copy of your cover letter outlining why you want this role, how you meet the qualifications and a link to your LinkedIn profile.

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- **Closing date: June 21, 2024.** Cover letters and profiles will be screened based on how they match competencies of the role.
- All applicants will be contacted by mid-June.
- We will conduct up to two virtual interviews for the role. Check your spam folder regularly for correspondence.

To submit your application or for more information on the position, please email:
staff@cdnjem.ca.