**Course Content Translator**

S/he interprets written or spoken material into one or more other languages, ensures meaning and context are maintained, creates glossaries or term dictionaries, possesses knowledge of multiple languages, works with project team.

Looking for:

(1) French Translator
(1) Spanish Translator

Responsibilities:

- Reads through or listens to material in one language (English), ascertains understanding of the meaning and context of that material, and converts it into a second language (either French or Spanish), making sure to preserve the original meaning
- Translates recorded videos by providing subtitles
- Consults with subject matter experts and other colleagues in order to understand specialized concepts and translate them appropriately
- Provides near real time translation during live online learning sessions (like webinars, mentor consultation sessions, etc.)
- Translates a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials
- Experience in course development/ training preferred
- Be responsible for work planning and reporting
- Contributes positively to a safe team environment that values equity and diversity and enables the achievement of personal and team goals
- Work in a fast-paced, constantly changing environment
- Address changes and feedback to course deliverables in a timely manner
- Other tasks as instructed by supervisors

Skills and Qualifications:

Bachelor's Degree, Fluency in at Least Two Languages (English and either French/Spanish), Written and Verbal Communication, Understanding of Grammar, Knowledge of Specific Subjects, Interpersonal Communication, Accuracy, Attention to Detail, Ability to Meet Deadlines, Ability to Work Under Pressure