

is seeking a

FRENCH LANGUAGE TRANSLATION COORDINATOR

\$60,101 - \$75,491 per annum

with an excellent benefit package, including OMERS Pension Plan

Metrolinx, an agency of the Government of Ontario, has a vision to bring about an integrated, customer-focused transportation system that enhances prosperity, sustainability and quality of life for the GTHA region, and as a division of Metrolinx, GO Transit is committed to delivering a customer-first transportation service that is dependable, smart, caring and responsive. We are looking for an individual who is passionate about making a difference and will go above and beyond to make our passengers' experience both helpful and *easy*.

As our French Language Translation Coordinator, you will be part of the "behind the scenes" team, supporting the development, enhancement, and translation of our public communications. Your responsibilities will include;

- Collaborating with translators and internal clients to maintain accuracy, consistency, and compliance with the French Language Services Act (FLSA), and to ensure that the meaning and intent of the original text are preserved.
- Monitoring written communications destined for the public, including content posted on the GO Transit and Metrolinx websites, for compliance with FLSA standards and requirements, and working with the author to take corrective action.
- Negotiating and coordinating translation contracts and services for GO Transit and Metrolinx communications destined for the public.
- Participating in various projects, and the day-to-day work of the Corporate Communications office, as required.

Location: 20 Bay Street, Toronto.

Qualifications: Completion of a post-secondary Certificate in Advanced Level French Language Proficiency or any combination of education, training, and experience deemed equivalent. Minimum 2 years of experience in a bilingual office environment (English and French), that includes knowledge of, or demonstrated ability in:

- French and English language fluency
- Comprehending and translating documents of varying degrees of complexity, including the proper usage of French and English grammar, vocabulary, syntax and punctuation.
- Accepted translation practices, conventions and principles
- The Province of Ontario's French Language Services Act and its correct application
- Methods for researching and analyzing language issues, with demonstrated ability to gather information on terminology, prepare lexicons, and provide expertise to clients and external service providers.
- Office software applications, including Word, Windows, database applications, email, and internet
- Communications processes and protocols
- GO Transit's and Metrolinx' programs, services, directives and core business
- Internet language, culture and editing protocols
- Communications including strong interpersonal and negotiation skills

Resumes must be received by the Human Resources Office, Metrolinx, 20 Bay Street, Suite 600, Toronto, M5J 2W3, email: humanresources@gotransit.com, no later than **April 27, 2010**, quoting **File Number 10-87**.

Only those selected for an Interview will be contacted.

AN EQUAL EMPLOYMENT OPPORTUNITY

www.metrolinx.com www.gotransit.com