

Bilingual Communications Coordinator

Temporary Assignment to June 30, 2022

OPEN

Who we are

The Office of the Chief Electoral Officer is a non-partisan agency of the Legislative Assembly of Ontario, responsible for the administration of provincial elections, by-elections and referenda.

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. Together, we lead change by building modern services that put the needs of electors first.

Join our team

The Communications division is seeking an energetic, detail-oriented, organized individual who wants to work for an organization that offers career growth opportunities and a competitive rewards program. This position is based out of our midtown Toronto office but will be required to work at multiple office locations (95 St. Clair Ave W and 51 Rolark Drive).

As a Bilingual Communications Coordinator, you will coordinate French and multilingual translation and proofreading projects, accessible document conversion and communication services. This will include coordinating the translation of public-facing and internal materials, ensuring the preservation of original meaning and intent, and reviewing the quality of French documents to ensure consistency in brand, content and terminology.

What you can expect in this role

Reporting to the Manager, Communications and Support Services, you will:

- Lead French translation and proofreading projects and communication services of varying size and complexity according to established standards.
- Monitor and track the progress of projects, ensuring deliverables are completed on time and on budget.
- Build and maintain effective working relationships with internal stakeholders and external vendors to identify needs, solicit input, obtain support and participation, and manage communication service deliverables.
- Review incoming work from vendors to ensure precise language and appropriate style and structure, in accordance with the organization's lexicon and ONTERM standards.
- Identify and resolve issues where possible and escalate complex or significant issues to the Manager.

- Identify and address any language issues on materials, including issues with design, content, placement, and/or publication that may not meet stakeholder needs, legislated requirements, or Elections Ontario communication standards.
- Perform research, validation and standardization of terms and help develop and maintain Elections Ontario's lexicon and translation memory.

Qualifications

- Advanced oral and written French and English language skills commensurate with Ontario Government standards or equivalent certification and experience.
- Sound knowledge of proofreading standards and accepted translation conventions to select precise language and appropriate style and structure.
- Well-developed project management and leadership skills to support the development, planning and execution of projects.
- Experience working with vendors and internal stakeholders to coordinate multiple projects simultaneously within identified timelines and budget.
- Organizational and time management skills to prioritize multiple requests.
- Strong interpersonal skills to work with internal teams and external vendors.
- Knowledge of the *French Language Services Act*.
- Design-related software (e.g., InDesign, Photoshop) and services and proficiency in Microsoft Office suite to review and provide content in desired format.
- Knowledge and understanding of Elections Ontario's legislation, policies, programs, services and core businesses.
- Must be legally entitled to work in Canada.

Compensation

Starting salary: \$66,388 per annum

How to apply

Please submit your resume and cover letter as one attachment, quoting **File # EO-2020-51**, to Bilingual Communications Coordinator Application no later than **November 30, 2020**.

We are an Equal Opportunity Employer. If you require a disability-related accommodation to participate in the recruitment process, please contact us at 1-888-668-8683, Fax at 1-866-714-2809, TTY at 1-888-292-2312 or hr@elections.on.ca. We will accommodate your needs under the Ontario Human Rights Code.

While we appreciate all applications, only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

Posting Date: November 16, 2020

Closing Date: November 30, 2020