



## Volunteer Position Description

### Translator

| Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time. |                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Work Location</b>                                                                                                                              | Remote from within Canada                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Position Grade</b>                                                                                                                             | 1; no background check required                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Purpose of the Position</b>                                                                                                                    | Enhance HSI/Canada's animal protection efforts by increasing its capacity to effectively communicate with politicians, policymakers and the public in the French and English languages                                                                                                                                                                                                                              |
| <b>Volunteer Responsibilities</b>                                                                                                                 | <ul style="list-style-type: none"> <li>• Translate letters to Parliament and other key lobby materials from English into French</li> <li>• Translate press releases, social media posts and other external communications</li> <li>• Proof-reading of communications materials (French only)</li> </ul>                                                                                                             |
| <b>Level of Difficulty</b><br>1=easy/5=demanding<br>(physical, mental, emotional)                                                                 | <ul style="list-style-type: none"> <li>• Physical difficulty is level 1; work occurs in an office/home office setting</li> <li>• Mental difficulty is level 4; requires professional translation skills and the ability to work well independently under tight deadlines</li> <li>• Emotional difficulty is level 2; volunteer will be exposed to some emotionally-distressing issues at a minimal level</li> </ul> |
| <b>Expected Environmental Conditions</b>                                                                                                          | Remote location                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>How Often Volunteers Work On-site</b>                                                                                                          | n/a                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Orientation/Training</b>                                                                                                                       | Volunteers will be given an orientation on the organization, HSI/Canada's programs and guidance as they carry out projects.                                                                                                                                                                                                                                                                                         |
| <b>Learning Opportunities</b>                                                                                                                     | <ul style="list-style-type: none"> <li>• Develop or strengthen knowledge of animal welfare issues in Canada</li> <li>• Strengthen communication and translation skills</li> </ul>                                                                                                                                                                                                                                   |
| <b>Position Start Date</b>                                                                                                                        | Flexible                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Initial Minimum Commitment</b>                                                                                                                 | Work is on an <i>ad hoc</i> basis; commitment is a few hours per month for a minimum six-month commitment                                                                                                                                                                                                                                                                                                           |
| <b>Scheduling Guidelines</b>                                                                                                                      | Schedule is flexible                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Qualifications/Requirements for Volunteer Applicants</b>                                                                                       | <ul style="list-style-type: none"> <li>• Native/fluent speaker of French or English</li> <li>• Demonstrable ability to translate from English to French at a professional level</li> <li>• Able to produce high-quality translations and meet tight deadlines</li> <li>• Able to work well independently</li> <li>• An affinity with animal protection and the objectives of HSI/Canada</li> </ul>                  |
| <b>Restrictions</b>                                                                                                                               | <ul style="list-style-type: none"> <li>• Must be at least 18 years of age</li> <li>• Must have access to a computer with Microsoft Office and/or Google Docs, and access to the Internet</li> <li>• Must be able to learn and follow guidelines and policies of The HSUS and HSI/Canada, and follow directions given by staff</li> </ul>                                                                            |
| <b>Tools/Equipment Provided (including Personal Protective Equipment)</b>                                                                         | n/a                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| <b>Optional Tools/Equipment</b>                | n/a                                                                                                                |
| <b>Supervisor(s)</b>                           | Office & Volunteer Manager, Mary-Helen Paspaliaris: <a href="mailto:mpaspaliaris@hsi.org">mpaspaliaris@hsi.org</a> |
| <b>Number of Concurrent Volunteer Openings</b> | 6                                                                                                                  |
| <b>Additional Information</b>                  |                                                                                                                    |
| <b>Updated</b>                                 | 15.02.2017                                                                                                         |