



Translator

Updated: January 2025

The Organization

Shelter Movers is a national, volunteer-powered charitable organization providing moving and storage services at no cost to individuals and families fleeing abuse. We collaborate with local businesses and community agencies to support people, primarily women and children, as they transition to a life free of violence. Every year, in collaboration with community partners, our volunteer teams contribute over 31,000 hours to support people transitioning to lives free of violence and abuse.

Volunteering at Shelter Movers means contributing to a mission that will make a meaningful impact on families experiencing abuse and supporting survivors as they transition to a life free of violence. It also means playing a tangible role in breaking the cycle of gender-based violence in Canada. We are growing and looking to add caring, compassionate, and dependable people to our team.

The Role

The Translator is an integral part of the Marketing and Communications team, ensuring communications to clients, staff, other volunteers, and the general public are available in both English and French. This role is completely remote. The Translator works with the entire Marketing and Communications team to translate and proofread content across a variety of mediums including social media posts, emails, memos, policies, campaigns, and more.

Responsibilities and Accountabilities

- Read given material and research industry-specific terminology
- Convert text and audio recordings from English to French and vice versa
- Ensure translated content conveys original meaning and tone
- Prepare subtitles for videos and online presentations
- Cross-reference specialized definitions and translation tools to check quality of translation
- Proofread translated texts for grammar, spelling, and punctuation accuracy
- Follow up with internal team members and clients to ensure translation meets their needs

- Edit content with an eye toward maintaining its original format (e.g. font and structure)

Skills and Qualifications

- Reliable access to wifi, email and phone
- Comfort in using technology such as Google Drive, Zoom, etc.
- Strong verbal and written communication skills
- Strong ability to work independently and as part of a team.
- Patience, empathy, and active listening skills
- Attention to detail, strong organizational skills, and reliable work habits
- Ability to demonstrate strong problem-solving and decision-making skills; Flexible and able to adapt to change
- Ability to maintain confidentiality and be trauma-informed
- A passion for Shelter Movers' mission of supporting individuals and families experiencing violence and abuse.
- Awareness of appropriate boundaries, compassion fatigue, and self-care.
- Experience working with individuals from diverse backgrounds
- Proven work experience as a Translator, Interpreter, or similar role
- Fluency in both English and Canadian French
- Excellent proofreading skills with the ability to identify grammar, spelling, and punctuation errors
- Experience or strong interest in social services and the Gender-Based Violence (GBV) sector is an asset.

Role Details

- Approximately 2-3 hours of translation per week.
 - *This work can be performed in a single continuous 'shift' or "on call" based on the translator's availability and the Marketing and Communication team's needs.*
- This is a fully remote position, with occasional virtual meetings. A 4-6 month commitment is strongly preferred.
- You'll have the opportunity to make a positive impact helping families transition away from violence/abuse.



- You'll gain experience in the Marketing and Communication operations of a social service agency.
- You'll work with a great team of passionate volunteers and staff.
- After 3 months of satisfactory service, a confirmation of volunteering can be provided; After 6 months, we'd be happy to provide a personalized reference letter.
- This is an unpaid volunteer position

To Apply

- Email your resume and interest to the Marketing and Communications team.
- Shelter Movers volunteers must be at least 18 years of age, complete an interview process, sign a Volunteer Agreement, obtain a Criminal Record Check, and attend a Shelter Movers Orientation session.

Note that the successful candidate will be subject to completion of a criminal background check.

Equal Opportunity Statement

Shelter Movers is an equal volunteer opportunity charity. We welcome applicants from all backgrounds without regard to age, color, race, sex, religion or belief, national or ethnic origin, sexual orientation, gender identity or expression, marital status, family or parental status, genetic characteristics, physical or mental disability.

We provide employment accommodation in accordance with provincial legislation. To request reasonable accommodation, contact

nationalvolunteerservices@sheltermovers.com