

# EMPLOYMENT OPPORTUNITY



## PROJECT DEVELOPMENT OFFICER, TRANSLATION & SPECIAL DOSSIERS

General Circular No. P5

Place of Work:	Secretary General – Translation Department
Status:	100 % Regular position
Salary Rate:	\$30.27 to \$53.64
Start Date:	Immediate
Immediate Supervisor:	Secretary General

### Nature of the Work

Reporting to the Secretary General, the Project Development Officer position encompasses, in particular, responsibility for research, analysis and development of activities, primarily for the Translation Department and various projects within the Office of the Secretary General.

The role includes translating and reviewing documents to ensure quality and compliance with organizational standards, as well as overseeing the efficient operation of the Translation Department. The incumbent will also contribute to diverse projects, initiatives and dossiers related to the French Language and numerous other topics as determined by the Secretary General.

### Main tasks and responsibilities

#### Project Development Tasks:

- Manage and prioritize mandates to meet important/time-sensitive deadlines (Ministry and other key stakeholders)
- Help develop and implement standards and procedures within the Translation Department
- Recruit freelance translators
- Collaborate with other departments on special projects
- Keep abreast of translation industry new developments and implement innovative computer-assisted translation tools (CAT-tools) to enhance efficiency
- Make recommendations to improve the overall translation process with the aim of modernizing and optimizing the Translation Department
- Compile and prepare reports on translation mandates and external translation cost

#### Translation-Related Tasks:

- Assess and confirm translation projects and timeline
- Translate various texts from English to French using department-approved translation software and tools
- Request translation quotes on behalf of various departments
- Liaise with external freelance translators regarding quotes, payment of invoices and follow ups
- Review translated materials for quality and compliance
- Update existing documents and materials
- Perform in-depth terminology research using specialized glossaries/lexicons, translation databases and other tools
- Maintain and update terminology databases and translation memory on an ongoing basis
- Use designated software and platforms as part of special projects (Agility Platform, etc.)
- Keep up to date with the new *avis linguistiques* published by the Office québécois de la langue française (OQLF) and the Translation Bureau of Canada

#### Assist the Secretary General in various projects by:

- Conducting research on relevant topics, policies, and best practices to support decision-making
- Preparing concise summaries of reports, legislation, and meeting notes for quick reference
- Creating presentation materials such as PowerPoint decks and video capsules for internal communication, as well as various forms and documents
- Coordinating with other EMSB departments to gather data and ensure accuracy of content
- Collaborate in various dossiers such as Charter of the French language, French translation of school websites, Access to information, Code of Ethics

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## Requirements and Qualifications

- Bachelor's degree in Translation, Literature, Linguistics, or a related field
- Four (4) years of relevant experience, preferably in a translation environment
- Experience in project coordination, an asset
- Exceptional proficiency in French and English (oral, written), including French grammar and syntax
- Advanced skills in Microsoft Office Suite (Word and Excel)
- In-depth knowledge of translation software and tools (LogiTerm Pro, TAIGR)
- Solid understanding of neural machine translation services (DeepL, TradooIT, etc.)
- Proficiency in leveraging linguistic and terminology resources (Vitrine linguistique (OQLF), Termium (Bureau de la traduction du Canada, etc.))
- Strong research and analytical skills
- Adaptability to evolving technologies and capacity to propose innovative process improvements
- Excellent communication, interpersonal and language skills
- Strong attention to detail, sense of initiative and commitment to teamwork
- Ability to maintain a high level of confidentiality
- Proven capacity to prioritize, multitask, work with minimal supervision and under pressure to meet tight deadlines
- Familiarity with Quebec's education sector, a definite asset
- Flexibility to work overtime when needed

To view the job description as outlined in the classification plan [click here](#)  
or visit their website <http://cpn.gouv.qc.ca/en/cpnca/home/>

Interested candidates should send their letter of interest and curriculum vitae to [jobs@emsb.qc.ca](mailto:jobs@emsb.qc.ca)  
to the attention of Ms. Ann Watson, Director of the Human Resources Department, **by Friday, January 9, 2026.**  
Please refer to the circular number in your letter of application.

The masculine gender was used in this posting to facilitate the reading. The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples