

CONTRACTOR WANTED

Start Date:	August 2, 2025
Position Title:	English to French Interpreter & Translator
Department:	Frontline Solutions
Report to:	Manager of Frontline Solutions
Job Posting	2025 - 26
Status:	Temporary contractor, engaged as needed
Closing Date:	August 15, 2025. Please send your cover letter, resume, and rates to <a href="mailto:humanresources@drpeter.org">humanresources@drpeter.org</a>

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, substance use, unstable housing and poverty. Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

In 2015, Dr. Peter’s vision expanded beyond the physical walls of the Campus of Care to include strengthening the capacity of frontline organizations across Canada to provide human-centered, community-specific care. For the last seven years, Frontline Solutions, the national arm of the Dr. Peter Centre, has engaged and collaborated with nearly 500 organizations across the country. That work includes one-to-one mentorship, immersive and experiential training, sharing our model of care, leading community of practice groups, giving microgrants, and working with Indigenous partners to better meet the needs of Indigenous communities across Canada. Our Frontline Solutions team is bringing the Dr. Peter Centre’s model of care to a national, and international, audience.

#### Position Summary

The English to French Interpreter & Translator will provide simultaneous interpretations services for the Frontline Solution’s virtual webinars, in person special events and conferences. It is essential that the successful candidate is able to deliver English to French simultaneous interpretations in a professional, empathetic, and culturally competent manner to regional and national audiences. This role will also provide English to French translation for documents, flyers, and event posters.

This role requires adhering to the Dr. Peter Centre’s confidentiality policies, particularly around personal and/or sensitive information. The Dr. Peter Centre works with and within diverse communities. It is expected that interpretations

would reflect the same commitment to the humanity, authenticity, tenacity and integrity of the speaker's truest message but delivered with culturally competent meaning.

#### Key Responsibilities

The English to French Interpreter & Translator is responsible for the following:

- Providing reliable and accurate English to French simultaneous interpretations of virtual webinars and onsite special events.
- Translating text for documents, flyers, and postings (English to French).
- Technical setup and support for any devices necessary for interpretation.

#### Core Competencies

The English to French Interpreter & Translator must possess the following competencies:

- Excellent communication skills in the language which is being interpreted.
- Strong understanding of harm reduction.
- Must exhibit professionalism, empathy, and cultural competency.
- Able to travel for the in person special events and conferences where interpretation is needed.
- Detail-oriented and highly organized.
- Ability to work independently and adapt to a changing environment.
- Strong technical and troubleshooting knowledge of the tools and software needed to deliver simultaneous interpretations in both an online and in-person platform.

#### Education, Qualifications and Experience

The preferred qualifications and experience of the Interpreters provided are:

- 3 years of relevant experience in English to French Simultaneous Interpretation (Quebecois preferred).
- Experience delivering culturally competent interpretation and translation in a not-for-profit environment.

#### Terms of Engagement

This position is a contract position to be engaged as needed by the Frontline Solutions team. There are no guaranteed monthly hours, and compensation is based on the rate quoted by the contractor. This position requires the ability to work in a fast-paced environment where demands and deadlines may change



with short notice. Multitasking and flexibility are a must to meet deadlines, and to support many activities that may occur concurrently or without notice.

Note: We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.