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Created by the Government of Canada in 1997, the Canada Foundation for Innovation (CFI) strives to build our nation's capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world's top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada's position in today's knowledge economy.

Job Opportunity

Senior Writer-Editor (French)

Reporting to the Manager, Creative Services, the Senior Writer/Editor (French) is a member of the External Relations and Communications team and is responsible for establishing the highest standard of French language use in all of the CFI's communications products. This involves both crafting clear, creative and compelling material in French, as well as revising and editing translations to ensure clarity of messaging, accuracy and consistency with English texts and with CFI style and terminology standards. The incumbent will also develop French language policies for the organization, along with the guidelines, tools and support systems internal clients and external contractors require to produce high-quality French documents.

Key activities

- Conduct research and interviews to support the writing of original material in French, including stories, speaking notes, and informational, marketing and promotional material.
- Perform comparative editing of texts translated from English into French, editing of texts written in French and proofreading of French documents.
- Develop French language policies and guidelines, and support the tools and systems internal clients and external contractors require to deliver quality French documents.
- Ensure clarity, tone and style of French messaging and adapt it for various audiences.
- Work with Senior Writer/Editor to establish style guidelines and consistent use of terminology across the organization.
- Work collaboratively with ERC colleagues to coordinate all aspects of the editorial processes involved in corporate communications products.
- Work with ERC colleagues to champion plain language writing principles and inclusive language for the organization.
- Provide advice and mentor staff on appropriate French language usage to help improve overall French communication for the organization.
- Occasionally provide brief translations (English to French and French to English).
- Build relationships with external network of French writers, editors and relevant associations working in the research realm, as opportunities arise.
- Participate in annual planning of the External Relations and Communications work plan and budget.

Skills and knowledge

The incumbent shall have:

- Excellent French grammar, writing, editing and proofreading skills.

Senior Writer-Editor (French)

- Post-secondary degree in French, communications, journalism or related field, as well as a minimum of five years of experience, or an acceptable combination of education, training and experience.
- Proficiency in both French and English.
- Proven experience translating/adapting texts from English to French.
- Extensive experience writing and editing in a range of styles and communication products, such as ads, websites, speeches and other key corporate documents.
- Ability to synthesize information from a variety of sources, work at all levels of the organization, and take complex concepts and communicate them in plain language to a range of audiences.
- Understanding of the CFI, its mandate, strategic objectives and operations, as well as Canada's research environment.
- Command of terminology used within the Canadian research environment.
- Proficiency in Microsoft Office and other software, with an in-depth understanding of current writing and editing principles, rules, tools and techniques.
- Certification by or membership with the Association des Réviseurs du Canada is an asset.
- Ability to demonstrate diplomacy and sound judgment when dealing with internal and external clients and colleagues, and ability to maintain confidentiality.
- Ability to work with a small, dynamic and highly motivated communications team, and to work independently with minimal supervision.
- Energetic, collaborative, creative and results-oriented.
- Meticulous attention to detail within demanding deadlines.
- Self-starter and multi-tasker with excellent organizational skills.

Physical Demands

- Ability to focus and concentrate for extended periods of time.
- This is a full time, headquarters-based position with minimal travel requirements.

Salary

Salary will be commensurate with qualifications and experience.

Please send your CV and a covering letter by end of day on September 29, 2019 to:

Eric Desjardins
Manager, Human Resources
Canada Foundation for Innovation
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
hr@innovation.ca

We would like to thank all candidates who apply. Please note that only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official language and employment equity principles, and respects Ontario's Accessibility Standard for Customer Service policy.

Visit our website, Innovation.ca, for more information about the CFI.