



EXPRESSION OF INTEREST FOR CONTRACTED INTERPRETERS AND TRANSLATORS

The Inter-Cultural Association of Greater Victoria (ICA) helps immigrants and refugees meet their social, cultural, and economic goals. Comprised of dedicated staff and volunteers, ICA provides language instruction, support finding housing and employment and a range of other services. In addition, ICA is actively engaged in the community to strengthen connections between immigrants and those born in Canada. Through our work, we are building a strong, diverse, and vibrant community. ICA is a welcoming, passionate, and energetic organization that has been having a positive impact in the Greater Victoria region for nearly 50 years.

ICA is looking to contract with Interpreters and Translators to do freelance interpretations and/or translations on an on-call basis as available, for the following languages: Cantonese, Somali, Dari, Persian, Thai, Tigrinya, Korean, Swahili, Turkish, Italian, German, Hebrew.

Required Qualifications

- Ability to interpret or translate a message from one language to another without omissions, additions, distortions, or own opinions.
- Good listening and retentions skills and be able to take notes to ensure accuracy of information given.
- Ability to mentally transpose and verbalize into the target language.
- Knowledge and understanding of their own languages and the required range of language registers.
- Strong communication skills, be polite, respectful, and tactful and be able to relate well to people.
- Fluent in English with a CLB9 or higher or equivalent and at least one additional language.
- Indigenous cultural competencies and/or lived experience with Indigenous communities welcomed.
- Employment requires proof of full vaccination status or exemption documentation.

Preferred Qualifications

- Post-secondary education, preferable a recognized degree of at least three years duration.
- Interpretation training/education by a recognized academic institution.
- Membership with the Society of Translators and Interpreters of British Columbia.

Key duties/responsibilities

- Interpret client meetings, appointments, and other events, coordinated by ICA
- Maintain ethical principles such as:
 - Accuracy and fidelity, confidentiality, impartiality, respect, maintaining boundaries, accountability, professionalism, and continued competence.
- Monitor and log each session and provide documentation of each job to ICA in a timely manner.
- Complete invoices and submit them to ICA by the stipulated deadline.
- Translate documents as required by clients, ensuring their accuracy, within seven

business days.

- Confirm notarizations of important documents by taking them to the notary and returning them to ICA in a timely manner.

Additional Information

- Some work outside of regular office hours, including evenings and weekends, will be required.
- Valid BC driver's license and access to a car would be an asset.
- To be eligible to work for ICA as a Contracted Interpreter or Translator, they are required to provide/show proof of:
 - a current, clear criminal record check, including vulnerable populations check; and
 - full COVID-19 vaccination status (to be verified by vaccination QR code app).

Submit a completed **application form**, attach a cover letter, **current resume, and a sample of a translation (in PDF format)**, noting relevant qualifications, language proficiency and experience to the Inter-Cultural Association of Greater Victoria, Attention: Office Coordinator, via email to careers@icavictoria.org.

Please quote **Expression of interest for Contracted Interpreters and Translators** in the subject line.

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