

# Editing - Proofreading Specialist French-English Translator Job Description



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<b>Job Title:</b>	Editing - Proofreading Specialist (French-English Translator)
<b>Job Type:</b>	Consultancy/Fixed Term – 3 months
<b>Reporting Manager:</b>	Paul Auxila – IHSD COP
<b>Department:</b>	Country Direction/Program
<b>Office:</b>	Haiti Country Office
<b>Period of Performance:</b>	June 2024- August 2024

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## About Corus:

**About Corus:** Corus International is the parent of a family of world-class organizations and a global leader in international development, with 150 years of combined experience across our companies. We are an inclusive organization who believes diversity and differences only make us stronger. We are disruptive because by challenging convention, we innovate and maximize the good we can do in the world. We promote interconnectedness because complex problems require comprehensive, integrated solutions, and we are agile, because the world changes rapidly and we move at the speed of change. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the poverty cycle and lead healthy lives.

At Corus we value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. Because our companies often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity, and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

**Position Summary:** The Editing-Proofreader Specialist (French-English Translator) will be responsible for ensuring the accuracy and quality of written content. His/Her keen attention to detail, strong language skills, and knowledge of grammar and punctuation rules will be instrumental in delivering error-free and polished materials. He/She will collaborate closely with the project COP and the technical team to uphold the highest standards of professionalism in all written communications.

## Roles and Responsibilities:

- Review and proofread written materials, including report, Sitrep, and other writing communications content related to the project, ensuring they are free from grammatical, spelling, and punctuation errors.
- Verify factual accuracy and consistency of information presented in the content.
- Ensure adherence to the institution's style guide, branding guidelines, and editorial standards.
- Collaborate with the project COP and technical team to provide feedback and suggestions for improving clarity, coherence, and overall quality of content.
- Conduct thorough research to verify accuracy of information and fact-check when necessary.

- Identify and correct inconsistencies in tone, style, and voice within a given piece of content.
- Maintain a high level of accuracy while working with tight deadlines.
- Track changes and revisions using appropriate software or tools, and communicate any necessary revisions to the content team.
- Stay updated on language trends, grammar rules, and industry-specific terminology.
- Assist in developing and maintaining a library of reference materials, such as dictionaries, style guides, and grammar resources.
- Translate documents French to English on Demand
- Any other duties assigned by the Country Director and/or HQ.

### **Supervisory:**

This position reports to IHSD Chief of Party.

### **Education & Experience:**

- Bachelor's degree in journalism, Communications, or a related field.
- Fluency in English, French, and Haitian Creole in oral and written communications Required
- Proven experience as a proofreader or editor, preferably in a professional setting.
- Strong portfolio showcasing your proofreading skills and attention to detail.
- Proficiency in proofreading tools.
- Ability to work independently and collaboratively in a team environment.
- Strong research skills and ability to fact-check information.
- Excellent problem-solving abilities and a proactive approach to tasks.
- Flexibility to adapt to changing priorities and work on multiple projects simultaneously
- Demonstrated understanding of, and expertise in, U.S. government funded projects preferred

### **Qualifications:**

- Excellent command of the English language, including grammar, spelling, punctuation, and syntax.
- Strong attention to detail and ability to spot errors and inconsistencies.
- Exceptional proofreading and editing skills.
- Proficient in proofreading tools .
- Ability to work under pressure and meet tight deadlines.
- Strong time management and organizational skills.
- Excellent communication and collaboration skills, with the ability to provide constructive feedback.
- Familiarity with various writing styles and ability to adapt to different tones and voices.
- A critical eye for design and layout, ensuring content is visually appealing and well-structured.

### **Other Duties:**

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities for the position. Duties, responsibilities, and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor.

### **Working Conditions, Travel and Environment**

On call Position

### **Deliverables**

- All works Assigned must be delivered in the deadline negotiating with the project COP.
- The consultant will be paid after the approval of each report delivered by the consultant.

*Note: the template for reports will be provided by the institution*

### **Diversity, Equity, Inclusion and Zero Tolerance to Abuse**

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a diverse workforce.
- Foster a work environment where everyone feels valued and included.

- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values of Inclusion, Disruptive, Interconnected and Agile.

Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.