

French-Language Technical Consultant

Purpose:

Volunteer Toronto's mission is to increase the positive impact that volunteering has on the City of Toronto through innovative initiatives that inspire, inform and connect volunteers and the organizations that need them. We strengthen the non-profit sector through volunteer recruitment support, as well as training and networking opportunities for volunteer managers and other services to help build the capacity of volunteer programs.

Volunteer Toronto's Specialized Volunteer Management Training Project is a provincial capacity-building initiative to identify sub-sector volunteer management needs and provide training and resources to enhance volunteer experiences.

Role Description

A *French-Language Technical Consultant* is required to transfer translated text and content into handouts, evaluation forms, in-person slide decks and online learning modules. All workshop and online course material associated with the project have already been translated to Canadian French. The Consultant will be working with this content to prepare the following final materials:

- 5 slide decks (approximately 40 slides each)
- 5 sets of handouts and evaluations (approximately 10 pages each)
- 10 online courses (approximately 50 slides and 45 minutes of voiceover each)

Fee for consultant upon completion: \$2,500

Activities and Responsibilities:

The Consultant will:

- Organize translated content into 5 slide decks
- Transfer slide deck content into 10 online course PowerPoint decks, along with translated notes
- Edit French voiceover to match online script
- Sync French voiceover to online modules using iSpring Suite (training provided)
- Prepare handout and evaluation packages

The project is estimated to take a total of 40 hours, which can be completed at any time between February 19 and March 20, during business hours (9:00 a.m. – 5:00 p.m., Monday to Friday) at the Volunteer Toronto office. Work must occur on a Volunteer Toronto computer due to software licensing restrictions.

Estimated breakdown of hours:

- In-person slide decks – 4 hours
- Online courses – 35 hours
- Handouts and evaluations – 1 hour

Qualifications:

- A mastery of Canadian French and English
- Experience with PowerPoint in French
- Daytime availability
- Some experience with eLearning authoring (asset)

Location

Training and activities take place at the Volunteer Toronto office, 344 Bloor Street West, Suite 404, Toronto at Spadina Subway Station.

Time Commitment

Consultant can work any number of hours during business hours in order to complete the project before March 20, 2019.

Benefits

- Flexible scheduling during weekdays
- Transit cost coverage to and from Volunteer Toronto office
- Casual office environment
- Reference letter available upon completion

How to Apply

If you are interested in this position and the time commitment works for you, please e-mail Sammy Feilchenfeld at sfeilchenfeld@volunteertoronto.ca with a resume indicating your qualifications by February 15, 2019. We thank you for your application, however only those chosen for an interview will be contacted.