

Interpreter / Translator Coordinator



Location:

Nunatsiavut (Nain, Hopedale, Postville, Makkovik & Rigolet)

Department:

Language, Culture & Tourism

Term:

Permanent Full-Time

Closing Date:

July 27, 2023

Responsibilities:

- Manage incoming requests for services and liaise with clients
- Supervise other Interpreter/Translators
- Ensure priority criteria for services are followed
- Manage translation inbox, specifically the storage of requests and archive of completed documents
- Ensure quality control of all work and help evaluate service delivery
- Identify issues, opportunities, training and staffing needs
- Work with Director of Culture to assist in projects to advance Nunatsiavut Government's commitment to Inuktitut Language Strategy
- Assign interpretation/translation work to other Interpreter/Translators
- Plan and implement Terminology Workshop annually
- Hold monthly team meetings with Interpreter/Translator staff
- Track all translation requests for annual report
- Contact other Inuktitut organizations and regions on Inuktitut terms when needed

Qualifications:

- Interpreter/Translator Certification offered by Torngâsok Cultural Centre or any combination of related training and experience
- Must be bilingual in Inuktitut and English and an expert in the Standardized Writing System
- Previous coordinator/supervision experience
- Bilingual in Inuktitut/English

Contact:

careers@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

Nani:

Nunatsiavut (Nain, Hopedale, Makkovik, Rigolet, KipuKamilonnet , NL)

suliaKapvik:

SuliaKapvinga UKausiligijet, IlukKusiligijet Niuggutuligijellu

Kanga:

SuliaKapvinga UKausiligijet, IlukKusiligijet Niuggutuligijellu

killilipvinga:

July 27, 2023

kamagijatsat:

- kamaKattaluni suliajiaukKujaujunik kamaKattaluni suliatSaKakKujujunilk
- AngajukKauniuKattaluni asinginnut UKattinut/Ablasangutitsiijunut
- kamaKattaluni maligatsaujunik ukattunik sunait sivulliutigiaKammangâta
- kamaKattaluni Kagitaujamik pitaKasomik sunait suliajigiaKammangâta
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- SuliaKaKatiKaKattaluni Aulatsijimik IlukKusiliginnimi ikajuKattaluni Nunatsiavut kavamanga pitsiagasuanningani kamannimik Inuit UKâusinganik Piulimatsigasuannimi
- SuliatSaujunik âtsiKattaluni asinginnut UKattiujujut/Ablasangutitsiijunullu
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- TakKi tamât katimaKatigetitsisongulluni suliaKattiujujut UKattiujujut/Ablasangutitsiijunni
- kamaKattaluni ilonnainik suliajiausimajunik iliniallugit jârimi Kaujitsiutimminut
- KaujisapviKasongulluni asinginnik Inojuit katitjuKatigenninnik nunagijanginnilu asingit Inuit uKausigisongit pillugit, pigiaKatuaguni

Ilisimausigigialingit:

- UKatti/Ablasângutitsiji NalunaikkutaKagialik ilinniasimalluni Torngâsok IlukKusiligijingita SuliaKapvingani ubvalu Kanuittutuinnanik ilingajunik ilinnianimmut Kaujimajanginnilu
- Tamâginnik uKâlasongulluni allasongullunilu Inuktitut Kallunâtitullu ammalu ilisimatsialuni Allausiulittumik ullumi.
- Sivungani aulatsisimallu/kamasimallunilu ilisimagialik
- Tamâginnik uKâlasongulluni allasongulunilu Inuktitut Kallunâtitullu.

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatSasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatSasiugutimillonnet ottugannimi.