

Federation of Metro Tenants Associations (FMTA)

Volunteer Opportunity

Translators

The FMTA is recruiting tenants to form a volunteer team of translators to help translate our documents in several other languages. Tenant Translators will translate key educational documents for the FMTA for distribution to tenants in Toronto.

Some of the tasks involved in this position include:

- Reviewing and translating documents in different languages
- Layout of documents

The time commitment required for this position includes:

- Participation in an initial training
- Participation in check in's with FMTA Executive Director
- Approx 3 hours translating per document
- Make a one year commitment as a member of the FMTA Team

Expected number of hours per week or month: approximately 6 hours per month translating

Firm vs. flexible time: firm for training, flexible for translation

Skill Requirements

- Second language proficiency
- Interest in and desire to learn about tenant issues and the law
- Some translation experience

Training and Skill Development Opportunities offered:

- Translation skills
- Layout & design experience
- Learn about Ontario tenant issues
- Work with FMTA staff
- Working in fields of social services, housing and law

Benefits

- Training
- Letter of reference based on performance upon completion of the document translation
- Certificate noting the number of hours worked and accomplishments
- Invitation to an FMTA events