

## **ROLE: FRENCH TRANSLATION TEAM LEADER FOR THE TPRF WEBSITE**

**OBJECTIVE:** To allow French-speaking people to enjoy TPRF's website, and become familiar with the Foundation and its objectives.

**ANSWERS TO:** The French Team Leader.

**DESCRIPTION:** To lead and coordinate ongoing translation of the TPRF website into French and support the Translators so that they do not have to be burdened with technical and software issues.

**TASKS:** 1. Receive in Word format from TPRF's **single** point of contact articles or text which need translating, and distribute to the appropriate Translators, taking into account their specific skills and availability.

2. Once material is translated, distribute to the appropriate volunteers for revision and then for proofreading

3. Oversee or send final proofed and revised material to be uploaded onto site.

4. Communicate with team members and collaborate with them to ensure that material is translated, revised, proofread and uploaded within reasonable deadlines.

5. In the longer term, help develop with the collaboration of Translators and Revisers, a glossary of terms specific to TPRF to be relied on when translating the site to allow for consistent use of language.

6. When new Volunteers apply for positions on the French Translating team, be responsible for issuing them samples for translation, then making a decision to accept the candidate or not based on a Reviser's input.

**SKILLS/EXPERIENCE:** Comfortable and competent with both spoken and written English  
Respectful of other's skills and work  
Enjoys collaboration with others and teamwork  
Comfortable working with, and knowledgeable about web-based applications for translation  
Has understanding of how websites are organized  
Advantageous to have experience with translation  
Able to meet deadlines  
Proactive

**RESOURCES REQUIRED:** Private Computer and high-speed internet access, Word, Skype, phone.

**TRAINING/BRIEFING PROVIDED:** Introduction to team and tasks provided by outgoing French Translation Team Leader. Guidelines and tech support provided by Online Manager for TPRF within one week of accepting position.

**LOCATION:** Virtual

**TIME:** 4-6 hours per week to become familiar with the role. Then approximately 4 hours per week.

**APPLICATION/SELECTION PROCESS:** [volunteer@tprf.org](mailto:volunteer@tprf.org)