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**Curriculum Writer – Role Description**

**Position Title**: Curriculum Translator (English – French)

**Outcome**: To provide support for the curriculum design efforts of The GO Project through translating materials from English to French. Assist in the curriculum design needs of GO to help promote and pursue the mission/vision of The GO Project.

**Key Responsibilities**:

The Curriculum Translator duties may include but are not limited to:

* Assist in the development of a year-round curriculum program: a resource that offers a year’s worth (10 months) of Sunday School and youth group curriculum for communities of faith across the country based on Biblical stories – by translating materials from English to French
* Translate former year’s content from English to French
* Creatively think of ways to engage children in learning and exploring their faith through: story, games, crafts, theatre, outreach, and more
* To ensure all resources coming from The GO Project meet our messaging, mission, and theology
* Management of multiple projects with varied deadlines
* Represent The GO Project in a professional capacity with various groups
* Liaise with The GO Project staff, and board member as needed
* Other curriculum support duties as assigned

**Accountability**:

* This position reports to the Minister of The GO Project
* Additionally various GO Project staff and Board members will provide supervision and oversight for this role as needed

**Length of Assignment**: July 2nd – August 24th, 2024

**Time Commitment**: 35 hours per week

Working hours for this position will be remote, with the expectation that the successful candidate will be able to attend virtual meetings as needed.

**Qualifications:**

* Bilingual in English and French
* Editing skills considered an asset
* Advanced education or training in curriculum design or education
* Familiarity with The United Church of Canada considered an asset
* Previous experience within program design and church program work
* Excellent professional communication skills, both written and verbal
* Ability to prioritize tasks under pressure
* Competency in Microsoft, Canva, or other design softwares
* Ability to work collaboratively on teams and with a wide range of individuals through various means of communication (email, phone, in person, etc.)
* Personally accountable, ability to work independently and with limited direct supervision

**Orientation**: On the first day of employment, the Curriculum Translator will be given a virtual orientation to The GO Project, introductions to various staff members and overview of the mission and vision of GO.

**Training**: Training will be provided during paid hours. This training will include those detailed in the GO Project annual policies and procedures handbook, relevant safety training and review of The GO Project standards and expectations.

**Boundaries of the Position**:

* Act professionally, responsibility and in accordance with The GO Project staff procedures handbook
* The Curriculum Translator will not disclose any confidential information related to the work of The GO Project, its community partners, staff or participants

**To apply:**

Send your cover letter and resume to alana@thegoproject.ca by May 10th, 2024.