



Plain Language Specialist-Translator

Do you want to use your expertise to support a meaningful mission: **making the law easier to understand and more accessible to everyone?**

Éducaloi brings together a passionate team of about 30 people with diverse professional backgrounds. Éducaloi is also a flexible, open, and caring employer that values its team, supports its community, and is committed to making a positive impact.

AT A GLANCE

Éducaloi is looking for a legal professional to join its team of **Plain Language Specialists**. This person must be able to **translate legal information from French into English**.

- 12-month full-time contract
- Possibility of extension and a permanent position
- Hybrid work arrangement, with a minimum of two days per week in the office
- Office located in Old Montréal
- Salary based on experience: \$62,000 to \$73,000

ABOUT THE ROLE

As a *Plain Language Specialist-Translator*, you design, develop, and present legal information and education content tailored to the needs of Québec's English-speaking communities. You are responsible for ensuring the content's quality, both in terms of clarity and legal accuracy.

You also translate and adapt a variety of content published on Éducaloi's platforms or developed as part of team projects.

In addition, you support organizations seeking guidance and practical tools to communicate legal information clearly, including public institutions, non-profit organizations, and private-sector organizations.

This position reports to the Chief Plain Language Specialist (Her name is Marjolaine and she's wonderful!).

KEY RESPONSIBILITIES

- Design, develop, and update plain-language legal information and education resources in various areas of law and formats, including web articles, print guides, pamphlets, infographics, videos, podcasts, workshops, and media appearances.
- Translate and adapt legal information and education content from French into English.
- Review translations produced by colleagues and freelance translators.
- Develop and facilitate workshops on various areas of law for the general public and specific audiences.
- Provide clear legal communication consulting services to organizations in the legal, community, public, and business sectors.
- Ensure the quality of content by maintaining both plain-language standards and legal accuracy, including through legal research and analysis.
- Contribute to a variety of projects, including reviewing content and providing feedback to colleagues, the management team, and external collaborators.
- Stay informed about legal developments, emerging trends, audience needs, and best practices in plain-language legal communication and public legal education.

WHAT WE'RE LOOKING FOR

- Member of the Barreau du Québec or the Chambre des notaires du Québec (equivalent qualifications from outside Québec may also be considered).
- Excellent command of English and strong proficiency in French, both spoken and written. (English is required for this position because of the role's responsibilities, as described above.)
- Excellent ability to communicate complex information in clear, plain language.
- Strong proficiency with Microsoft 365 and related software.

NICE TO HAVE

- Experience in criminal or penal law,
- Background in
 - communications or journalism,
 - education, andragogy or instructional design,
 - project management.
- Relevant experience in
 - clear legal communication,
 - designing engaging and creative legal information or public legal education resources,
 - facilitating legal workshops or participating in media interviews and appearances.
- Valid driver's license and availability for occasional travel.

WHAT WILL HELP YOU SUCCEED IN THIS ROLE

- Ability to develop clear, accessible content from complex legal concepts and information.
- Ability to work independently, exercise sound judgment, stay organized, and adapt priorities as needs, resources, and timelines evolve.
- Strong collaboration, listening, and interpersonal skills, along with a genuine curiosity and appreciation for multidisciplinary work.
- Versatility and a willingness to pitch in where needed. You'll contribute to initiatives that support Éducaloi's visibility, operations, and development, including projects outside your primary area of expertise.

A FEW REASONS YOU'LL ENJOY WORKING HERE

- A hybrid work policy: at least two days per week in the office, with remote work on Fridays.
- In addition to three or four weeks of annual vacation, you'll receive five personal days and 14 paid holidays and office closure days. Our offices are closed during the holiday season.
- Payment of your professional membership fees, where relevant to the role.
- As you continue your journey with us, you'll also become eligible for group insurance, including dental coverage, and employer RRSP contributions of up to 6% of your salary.
- A team that knows when to bring out the big guns: expertise, collaboration... and sometimes cookies.
- An office in the heart of Old Montréal, within walking distance of Place-d'Armes and Champ-de-Mars metro stations.
- A workplace that encourages collaboration, conversation, and good humour (even on Monday mornings!).
- A coffee machine that keeps us energized and a selection of herbal teas for a gentler boost.

HOW TO APPLY

Interested? **Even if you don't meet every requirement, we encourage you to apply if this role interests you and you believe you can contribute to our mission.**

Please send your **résumé, preferably by October 5, 2026**, to recrutement@educaloi.qc.ca. You're also welcome to include a few lines about what interests you about the role.

Applications will be reviewed as they are received. The posting will remain open until the position is filled. **If you still see it on our website, we'd be happy to hear from you!**

Éducaloi values diverse experiences and backgrounds and is committed to a recruitment process that is respectful, equitable, and accessible.