



Last Updated: January 2025

Job Title

French Editorial Assistant

Impact Statement

The French Editorial Assistant works closely with the communications, digital, and fundraising teams – and other departments as needed – to help raise awareness across Canada of MSF’s medical humanitarian work. They will work closely with the French Content Editor and various departments and teams to ensure that the quality and tone of communications content in French is adapted to the target audiences, both in terms of language and culture, and the medium used.

Key Responsibilities

- Review French-language materials produced by MSF Canada and other MSF offices (web content, email, letters, social media posts, etc.) to ensure accuracy, quality of language, adherence to MSF Canada's brand guidelines and Equity, Diversity, and Inclusion (EDI) recommendations
- Provide editing, advice, and writing services for French content prepared by any MSF Canada department
- Translate from English to French as needed, using DeepL
- Keep abreast of MSF's international projects, operational updates, and public communication directions to ensure that French language communication tools produced by MSF Canada contain the most up-to-date and accurate information

MSF Transversal Core Competencies

Commitment to MSF Principles; Proficiency level 1: Demonstrates knowledge of and accepts MSF's principles

- Respects the choices made by the organization, demonstrates basic knowledge of MSF’s mission and main activities, and is committed to the values of MSF and MSF Canada (Humanity, Integrity, Results).

Cross-cultural Awareness; Proficiency level 3: Demonstrates an attitude that promotes integration

- Incorporates patterns and adjusts behaviour (i.e., habits and customs) to the environment (location and context) and culture of those with whom they work; Incorporates and refers to different experiences and opinions and interacts in an effective, positive, and inclusive manner; Takes advantage of the strength of a diverse team

Planning and Organizing; Proficiency Level 3: Tracks, plans, and prioritizes activities

- Plans actions to be carried out in the medium term, taking into account other team members; taking care to define deadlines and tasks within a team; Organizes own work within the constraints of the team

Service Orientation; Proficiency Level 3: Anticipates customer needs

- Anticipates the need to provide information about the services provided and that add value to clients; Is aware of the effect of their actions on others; Is proactive in identifying clients' future needs and understanding their underlying needs, even when requests are not explicit

Results and Quality Orientation; Proficiency Level 3: Improves performance and sets challenging and realistic goals

- Demonstrates perseverance in achieving job and team goals, following MSF procedures and processes; Adapts work to meet specified objectives while working independently

Behavioral Flexibility; Proficiency Level 2: Adapts behaviors to the needs of the situation

- Accepts decisions that are not always consistent with personal views, and is flexible in the application and adaptation of procedures; Adapts behaviour to the characteristics of the person or situation, and learns from problems and difficulties; refines skills to solve similar situations

Knowledge and Experience

- Demonstrated experience editing French language content
- Advanced French language skills
- Demonstrated experience in print production, web publishing, and writing/editing content for social media
- Good working knowledge of English
- Basic English to French translation experience
- High level of attention to detail, thoroughness and consistency in content and proofreading
- Experience with the use of inclusive language

Working Conditions

- Work is generally carried out during the day, Monday to Friday, 9:00 am to 5:00 pm
- Flexible work hours available and hybrid work model (40% in office, and up to 60% work from home)
- The office environment is open concept and workspace is shared
- Workstations consist of sit/stand desks, anti-fatigue floor mat, swivel chair, laptop with dock and double monitor, and a telephone
- Work requires long hours in front of a computer/laptop screen

Job Information

Position Level: Individual Contributor

Department: Communications

Position Status: Permanent

Activity Rate: 80 % (30 hours per week)

Location: Toronto or Montreal

Salary Grade: Level 11 on the MSF Canada Salary Grid, \$51,300XX per year (non-negotiable), pro-rated

Status: Must be legally authorized to work in Canada; MSF Canada is not in the position to support a work permit process for any applicant outside of Canada.

Benefits: Health Spending Account, Lifestyle Spending Account, group insurance (Life, Dependent Life, AD&D), Peace of Mind plan (i.e. prescription drugs, accidental dental, hospital care, etc.), 5% RRSP contributions (no matching required), starting 4 weeks' vacation/year, flexible work hours, annual professional development budget, Employee and Family Assistance Program (EFAP), and a positive and innovative office culture grounded in our core values of humanity, integrity and results.

Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we're committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive, and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

MSF Canada acknowledges the existence of systemic racism and oppression and is committed to sustaining and strengthening its anti-racism and anti-oppression (AOAR) efforts. As MSF Canada continues to grow and strive to remove barriers in its offices in Canada and in MSF work environments abroad, we welcome applications from individuals with unique experiences of intersectional oppression on the basis of their social markers such as their ethno-racial identity, age, gender identity, education, socio-economic status or place of origin. We encourage Black, Indigenous, People of Colour, LGBTQIA2S+ people, individuals living with disabilities and any equity-deserving individual to apply.

In line with MSF's December 2021 pledge to reduce our carbon emissions by 50% by 2030, compared to our 2019 baseline, we encourage everyone to embrace and embed sustainable and climate-friendly practices. Applying a climate and planetary health lens will help us improve our operational impact. Facing climate change and environmental degradation through our operational activities by focusing on mitigation and adaptation will decrease our dependency on fossil fuels, reduce our ecological footprint and help protect human health. Everyone, at all levels, with all skill sets is needed to address the global threat of climate change.