

Copy Editor Job Description

Please review the following job description and carefully consider whether the responsibilities, structure and time commitments are the right fit for you.

Title	Copy Editor (2 persons)
Description	The Copy Editor ensures articles that are approved for publishing meet formatting, grammatical and spelling excellence.
Responsibilities	<ul style="list-style-type: none"> • Working with Editorial Assistants to receive articles that have been approved for publishing and determine deadlines to complete edits. • Editing articles by focusing on formatting, grammar and spelling. • Working with the Online Editor to ensure articles are formatted appropriately for online publication. • Contributing to the Editorial process such as suggesting potential article topics. • Submitting possible re-purposed article candidates to the Managing Editor. • Participating in ongoing skill-building opportunities offered by the Compact. • Occasionally representing the Calgary Compact at industry events.
Qualifications	<ul style="list-style-type: none"> • Attention to detail and results-oriented; • Has the self-discipline to meet goals and objectives in an unstructured environment; • Has the ability to set priorities and manage workloads with minimal supervision; • Has an excellent sense of language, grammar and communication skills; • Has advanced computer skills including using MS Word and some HTML knowledge; • Has reliable daily Internet access and is familiar with standard email technology.
Benefits	<ul style="list-style-type: none"> • The Compact's virtual structure ensures a flexible work schedule and work place; communications and meetings with the Editorial Committee can be adapted to the needs of your busy schedule. • Enables you to support aspects of sustainability and corporate social responsibility. • Empower you to influence Calgarians and advance the sustainability cause. • Helps you build and strengthen your editorial experience. • Gives you access to optional learning and social events offered by the Compact.

Time commitment	The Copy Editor is asked to commit to one term of 6 months . A weekly commitment will average 2-4 hours per week. This includes the time involved in communicating with members from the Editorial Committee as well as editing articles. The actual amount of time spent on these activities will vary depending on the editorial cycle.
Challenges	Engaging volunteers in a primarily virtual environment presents some challenges that require a charismatic and engaging personality to overcome a perceived lack of physical interaction.
Training and orientation	Volunteers can start immediately but are asked to participate in a minimum two-hour orientation within seven weeks of their start date. Ongoing training and skill-building opportunities will be provided.
Boundaries	All volunteers must review, sign and comply with the Volunteer Code of Conduct.
Supervision	Day-to-day contact: Editorial Assistants (to be determined after Orientation) Supervising contact: Managing Editor editor@calgarycompact.ca
Evaluation	TBD (Editorial Committee will establish in initial meetings)
Screening	Candidates will be asked to provide a resume and will be selected based on their experience with editing documents.