

## Editorial Assistant Job Description

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

<b>Title</b>	<b>Editorial Assistant (2 persons)</b>
<b>Description</b>	The Editorial Assistant contributes to the development and critical review of editorial content and helps shape the conversations Calgarians have about corporate social responsibility and sustainability.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Working with the Managing Editors to set the tone, direction and strategy of article content on the Compact site.</li> <li>• Collaborating with writers to generate potential article topics and solicit existing content to re-purpose.</li> <li>• Working within established deadlines to ensure submitted articles are screened, assessed and reviewed in a timely and constructive fashion, according to the Calgary Compact Editorial Policy and Style Guidelines.</li> <li>• Editing and making recommendations on articles; some of which may be returned to writers for revisions.</li> <li>• Verify facts, dates and statistics where necessary.</li> <li>• Working with other editors (Copy, Online and Graphics) to ensure content is supplemented with attention to detail for final publishing.</li> <li>• Participating in ongoing skill-building opportunities offered by the Compact.</li> <li>• Occasionally representing the Calgary Compact at industry events.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Oozes creativity coupled with a passion for editorial excellence;</li> <li>• Personable and able to develop a positive rapport with writers with a diversity of experiences and backgrounds;</li> <li>• Able to guide and encourage writers in their work, using good judgment;</li> <li>• Volunteer management experience is an asset;</li> <li>• Is self-motivated and passionate about sustainability and CSR;</li> <li>• Has the self-discipline to meet goals and objectives in an unstructured environment;</li> <li>• Has the ability to set priorities and manage workloads with minimal supervision;</li> <li>• Has an active interest in and keeping up with current news and events in Calgary pertaining to CSR and sustainability;</li> <li>• Has a good sense of language and grammar and excellent communication skills;</li> <li>• Has reliable daily Internet access and is familiar with standard email technology.</li> </ul> <p>The Editorial Assistant ideally will have some experience working with volunteers in a non-profit organization.</p>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• The Compact’s virtual structure ensures a flexible work schedule and work place; communications and meetings with editors and writers can be adapted to the needs of your busy schedule.</li> <li>• Enables you to champion and support aspects of sustainability and corporate social responsibility that are most interesting to you and other volunteers.</li> <li>• Empower you to influence Calgarians and advance the sustainability cause.</li> <li>• Helps you build and strengthen your editorial management experience.</li> <li>• Gives you access to optional learning and social events offered by the Compact.</li> </ul>

<b>Time commitment</b>	The Editorial Assistant is asked to commit to <b>one term of 1 year</b> . A weekly commitment will average 3-6 hours per week. This includes the time involved in developing story ideas, working with the Managing Editor, other editors and writers. The actual amount of time spent on these activities will vary depending on the editorial cycle.
<b>Challenges</b>	Engaging volunteers (both editors and writers) in a primarily virtual environment presents some challenges that require a charismatic and engaging personality to overcome a perceived lack of physical interaction. As well, an editorial assistant who can use in-person meetings effectively to strengthen volunteer commitment will be critical.
<b>Training and orientation</b>	<p>The ideal candidate will need to participate in a minimum two-hour orientation initially followed by meetings with the managing editor to discuss organizational details, strategy, and volunteer structures.</p> <p>Ongoing training and skill-building opportunities will be provided.</p>
<b>Boundaries</b>	All volunteers must review, sign and comply with the Volunteer Code of Conduct.
<b>Supervision</b>	Managing Editor <a href="mailto:editor@calgarycompact.ca">editor@calgarycompact.ca</a>
<b>Evaluation</b>	TBD (Editorial Committee will establish in initial meetings)
<b>Screening</b>	<p>Candidates will be asked to provide a resume and a writing sample and will be selected based on their relevant experience and the quality of that sample.</p> <p>While formal writing training and/or professional writing experience are not required, it is highly desirable.</p> <p>Application form question(s): How will small and medium sized businesses, and alternatively, individuals, benefit from and change as a result of the Calgary Compact?</p>