

## Online 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.

<b>Title</b>	<b>Online Editor</b> (2 persons)
<b>Description</b>	The Online Editor updates the Compact website with articles that are approved for publishing.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Working with Editorial Assistants to determine dates for publication.</li> <li>• Working with Copy Editors to receive articles that have been approved for publishing.</li> <li>• Editing articles by focusing on appropriate web formatting.</li> <li>• Contributing to the Editorial process such as suggesting potential article topics.</li> <li>• Assisting the Events Calendar Team and the Resource Development Team with populating the site with their content.</li> <li>• Submitting possible re-purposed article candidates to the Managing Editor.</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>• Attention to detail and results-oriented;</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 advanced computer skills including HTML knowledge and content management systems (particularly Drupal);</li> <li>• Has reliable daily Internet access and is familiar with standard email technology.</li> </ul>
<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 the Editorial Committee can be adapted to the needs of your busy schedule.</li> <li>• Enables you to support aspects of sustainability and corporate social responsibility.</li> <li>• Empower you to influence Calgarians and advance the sustainability cause.</li> <li>• Helps you build and strengthen your editorial experience.</li> <li>• Gives you access to optional learning and social events offered by the Compact.</li> </ul>

<b>Time commitment</b>	The Online Editor is asked to commit to <b>one term of 6 months</b> . 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 populating content. The actual amount of time spent on these activities will vary depending on the editorial cycle.
<b>Challenges</b>	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.
<b>Training and orientation</b>	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.
<b>Boundaries</b>	All volunteers must review, sign and comply with the Volunteer Code of Conduct.
<b>Supervision</b>	Day-to-day contact: Editorial Assistants (to be determined after Orientation) and Copy Editors Supervising contact: 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>	Candidates will be asked to provide a resume and will be selected based on their experience with website maintenance and content management systems.