

## Writer 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>Writer</b> (undefined number of persons)
<b>Description</b>	<p>Calgary Compact writers shape the conversations Calgarians have about sustainability and corporate social responsibility (CSR). Writers are the engine that drives the Compact site.</p> <p>Working with the Editorial Committee, writers develop timely, credible, conversation-starting content for the Calgary Compact website. Topics may be assigned by the Editorial Committee, or writers may propose their own article ideas.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Working within established deadlines to develop story ideas, research, write and edit pieces on sustainability and CSR.</li> <li>• Establishing credibility through rigorous research using sources such as interviews, literature reviews and personal observations.</li> <li>• Maintaining professionalism in interviews and utilizing appropriate citations.</li> <li>• Submitting possible re-purposed article candidates to the Managing Editor.</li> <li>• Reviewing and developing an understanding of the Calgary Compact Editorial Policy and Style Guidelines.</li> <li>• Working with the Editorial Committee on all edits and revisions necessary (there are typically several rounds) to prepare the story for publication.</li> <li>• Verifying facts, dates, and statistics as necessary.</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>	<p>Successful Calgary Compact writers typically:</p> <ul style="list-style-type: none"> <li>• Possess an enquiring mind;</li> <li>• Are self-motivated and are passionate about sustainability and CSR;</li> <li>• Have the self-discipline to meet deadlines in an unstructured environment;</li> <li>• Possess outstanding writing skills; and</li> <li>• Have reliable daily Internet access and are familiar with standard email technology.</li> </ul> <p>Members of this team ideally have formal writing training or professional writing experience but fantastic writers with other backgrounds will be welcomed.</p>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• The Compact’s virtual structure ensures a flexible work schedule and work place; writing time can be adapted to the needs of your busy schedule.</li> <li>• Enables you to delve into the aspects of sustainability and corporate social responsibility that are most interesting to you.</li> <li>• Empower you to influence Calgarians and advance the sustainability cause.</li> <li>• Helps you build a portfolio of professional, published writing.</li> <li>• Gives you access to optional learning and social events offered by the Compact.</li> </ul>



<b>Time commitment</b>	<p>Volunteers are asked to commit to <b>write one story per month, every month, for a minimum term of six months</b>. This includes the time involved in developing story ideas, conducting interviews, drafting, fact-checking, and as many rounds of editing as it takes to get the story publication-ready. The actual amount of time spent on these activities will vary according to individual writing speed and the complexity of the stories undertaken.</p> <p>Exceptions to this commitment will be made for those with specific story ideas. In these instances, preference will be given to those with professional writing training or experience. Contact the managing editor at <a href="mailto:editor@calgarycompact.ca">editor@calgarycompact.ca</a> to explore this option.</p>
<b>Challenges</b>	<p>Although the editorial review process is designed to be positive and constructive, some writers may find questions or concerns raised by editors to be challenging. The Compact wants to foster an open and honest volunteer community, so any concerns regarding the editorial process should be brought forward immediately to the managing editor.</p>
<b>Training and orientation</b>	<p>Volunteers can start immediately but are asked to participate in a minimum two-hour orientation within seven weeks of their start date.</p> <p>Ongoing training and skill-building opportunities will be provided.</p>
<b>Boundaries</b>	<p>All volunteers must review, sign and comply with the Volunteer Code of Conduct before conducting interviews on behalf of the Compact.</p>
<b>Supervision</b>	<p>Day-to-day contact: Editorial Assistants (to be determined after Orientation) Supervising contact: Managing Editor <a href="mailto:editor@calgarycompact.ca">editor@calgarycompact.ca</a></p>
<b>Evaluation</b>	<p>TBD (Editorial Committee will establish in initial meetings)</p>
<b>Screening</b>	<p>Candidates will be asked to provide a resume and will be selected based on a combination of their experience and the quality of a writing sample (see questions below).</p> <p>While formal writing training and/or professional writing experience are not required, it is highly desirable.</p> <p>Application form questions:</p> <p>Write an introduction to an article (&lt;200 words) about one of the following topics:</p> <ul style="list-style-type: none"><li>- Remarkable grassroots campaigns: How everyday citizens are changing the world</li><li>- CSR, SD, GRI, LBG. An introduction to the alphabet soup of sustainability</li><li>- Your own topic of choice relating to social responsibility/sustainability</li></ul> <p>Please indicate 3 topics/articles titles you would like to focus on while writing for Calgary Compact.</p>