

Career Opportunity:

Associate Editor (Temporary)

Formed in 1952, CLAC is one of Canada's fastest-growing unions. Operating through 15 member centres, it is the country's largest national, independent, multisector union representing over 60,000 workers in almost every sector. Based on values of respect, dignity, and fairness, CLAC is committed to building better workplaces, better communities, and better lives.

We are currently accepting resumes for an Associate Editor to work full-time in our Cambridge Member Centre. This is a maternity leave contract for a mid-level position from February 5, 2018, to February 18, 2019, located in Cambridge, Ontario.

Job Summary

The Associate Editor reports to the Editor and Communications Director and works with CLAC's Communications Team preparing a variety of material for print and online publication. Tasks include substantive editing, copy editing, proofreading, writing, copy writing, interviewing, and researching.

Duties and Responsibilities

- Copy edit, fact check, and proof material for print and online publication
- Write and edit headlines, captions, news releases, and promotional material as needed and directed
- Write and edit a variety of articles, from brief newsletter-length stories to magazine-length features
- Conduct interviews and research for articles
- Research and create media clips for CLAC staff
- Manage and post content to social media
- Keep up to date on news and information about CLAC and current events

Skills, Education, and Experience

- Bachelor's degree in English or a related field
- Minimum six-months' experience writing and editing for a nonacademic audience
- Strong copy editing and writing skills
- Extensive knowledge of grammar
- Extensive knowledge of and experience with social media
- Creative
- Strong attention to detail
- Thorough knowledge of and experience using Microsoft Office
- Familiarity with the following is an asset:
 - Adobe Creative Suite
 - Web content management systems

- *Chicago Manual of Style*

Other Abilities

- Able to work in a creative team environment
- Able to work easily and effectively with a variety of people
- Able to handle multiple, detailed projects simultaneously
- Able to manage frequent, changing, and often last-minute deadlines
- Able to coordinate and prioritize competing demands
- Able to work independently
- Able to travel

CLAC offers a competitive wage and excellent benefit package, as well as the opportunity to work in a dynamic, rewarding, and challenging workplace community.

More information on CLAC can be found at www.clac.ca.

Send your resume and cover letter to André van Heerden, Communications Director, avanheerden@clac.ca

Please indicate in your application where you came across the position.

We thank all applicants for their interest, but only candidates under consideration will be contacted.

Application Deadline: December 22, 2017

CLAC is committed to providing accommodations for people with disabilities. If you require an accommodation at any stage of the hiring process, we will work with you to meet your needs.