

CultureLink Settlement and Community Services

Volunteer Position Opening – Editor Annual Report

CultureLink is a settlement and community organization with 30 years of experience in developing and delivering services to meet the needs of diverse communities. We are seeking a volunteer who can edit an Annual Report of 30 pages (in English).

CultureLink works within an anti-oppression framework and is committed to equity.

Responsibilities

The Annual Report Editor will work closely with the Office Manager and with the Annual Report Designer to produce a 30-page Annual Report for CultureLink.

Specific tasks will include, among others:

- Editing the Annual Report in consultation with the Office Manager to ensure the publication is consistent with CultureLink's brand and requirements.
- Identifying relevant content of CultureLink programs to be reflected in the report.
- Making necessary editorial and other changes to the text of the stories.
- Participating in meetings as required.
- Liaising with the Annual Report Designer to coordinate text and images.
- Liaising with a printer to create a layout according to the agreed concept, content, and design of the Annual Report.

Project Length and Demands

Term: 1 June, 2018 to 25 October, 2018.

Hours per week: Flexible, as needed. Work can be done from home or at our offices.

A first draft of the layout should be ready before 1 September, 2018.

The final product should be ready before October 1, 2018.

Qualifications

The volunteer is expected to edit the report using our organizational materials. Our team members will work together with the volunteer to provide guidance, support, and the necessary information about CultureLink's activities over the year.

Specific qualification we are looking for include:

- Demonstrated experience in editing professional materials.
- Excellent writing and editing skills in English, with the ability to translate ideas into reader-friendly language.
- Commitment to complete the Annual Report by mid-October.
- Ability to coordinate with designers and content providers and communicate clearly and effectively.
- Conscientious and reliable attitude.
- Ability to work in a team that consists of volunteers with varying schedules and time commitments.
- Respect for diversity and adaptability to other cultures, environments and living conditions.
- Ability to plan and work in a high-pressure work environment under tight deadlines.
- Creativity.

We encourage applications from refugees and migrants, from international students, and from people with disabilities.

This position is not remunerated. As a volunteer you will gain experience, recognitions and references, as well as knowledge of the settlement and community services sector. We offer a friendly and supportive working environment.

If you are interested in this position, please submit a cover letter, a resume, and examples of your work to the Office Manager at nofrath@culturelink.ca. Selected applicants will be invited to an interview. The successful candidate will undergo a volunteer orientation, will sign a confidentiality agreement and will submit documents as required.