



Position Title: Editor

Reports to: Editor-in-Chief (EIC)

Work Term: August 1st, 2024 to April 30th, 2025

Work Hours: Scheduling is flexible, and hours will vary from month to month, up to a maximum of 15 hours. Staff will be expected to work from our on-campus office a minimum of 6 hours per month.

Compensation: \$17 - \$20/hour dependent on experience

To apply, please send your resume and a writing sample to hire@themeliorist.ca. **Application Deadline is June 12th, 2024.** Any questions can be sent to hire@themeliorist.ca

Description

As an Editor at *The Meliorist*, you will be instrumental in guiding the tone of our publication. You will be responsible for overseeing the development and refinement of written content, ensuring that it aligns with the publication's standards and editorial guidelines. Your leadership will foster a collaborative environment that nurtures creativity and journalistic integrity. Training and professional development can be provided.

Key Responsibilities

Content Review & Editing

- Review written content for clarity, accuracy, and adherence to editorial standards
- Copy-Edit for grammar, style, and tone to ensure a cohesive voice throughout the publication while maintaining the author's voice
- Work collaboratively with the editorial team, and report to the EIC to align with the publication's guidelines & vision
- Provide constructive and encouraging feedback to writers aiming to expand skill set while producing quality content

Fact-Checking & Accuracy

- Ensure all published content is factually accurate, thoroughly researched, and contains proper citations.
- Work closely with writers to verify sources and data, upholding the publication's credibility

Representation

- Positively and faithfully represent *The Meliorist* at all times
- Represent *The Meliorist* at campus events to enhance the publication's visibility and engagement

Additional Responsibilities

- Attend regularly scheduled staff meetings
- Work with the entire team by providing regular office hours each month
- Provide support for the EIC, including other duties as assigned
- Frequent communication with the editorial team

Essential Skills

- Strong research and critical thinking abilities
- Flexible and adaptable
- Strong written and verbal communication skills
- Well-organized and able to work on a deadline
- Knowledge of APA citation standards
- Knowledge of editing practices

Essential Attributes

- Works well independently and in a team environment
- Creative
- Cooperative and open-minded
- A working knowledge of relevant subject matter
- Able to give and receive constructive criticism in a healthy manner

Note: *The Meliorist Publishing Society is an equal opportunity employer. Due to the nature of the publication, hiring preference will be given to current students or recent alumni of the University of Lethbridge. The Meliorist does not tolerate racism, sexism, transphobia, xenophobia, or discrimination on any grounds.*