



## Rosa is hiring a Content/Copy Editor!

We are looking for a talented content/copy editor to join our team. We are currently building a digital platform called Rosa. Organized by province and territory, Rosa is there to guide you through what the law is, what to expect and how to prepare in each legal and administrative forum. Our goal is to provide the workforce with tools to protect their rights and create accountability so that they can go to work in safety and are set up to succeed. This is the first platform of its kind in Canada.

We are looking for a content/copy editor who will be comfortable working with large amounts of content. Your job will be to copy edit the entire platform, ensuring that grammar, spelling, and citations are correct, and that information is presented consistently and clearly. As the project copy editor, you'll work alongside a small, determined team, who believes that workplaces need to change.

This position reports to the Co-Leads of Rosa. The Canadian Women's Foundation and the Rosa project are committed to equity in employment and seek to attract, select, and hire a diverse team with a high level of professional skills, passion for and belief in our vision and mission.

If you believe in Rosa's mission and strategic priorities, this job could be for you!

Tell us why you want to be part of it! **Candidates from Indigenous, racialized, 2SLGBTQ+, and other marginalized communities are encouraged to self-identify in the cover letter.**

Rosa is a collaboration between Aftermetoo and the Canadian Women's Foundation.

This is a full-time, three-month position, with the possibility of extension.

This position is home-office based in the Toronto/Greater Toronto Area.

Salary: \$12,500 for three months

### Core Competencies

- Minimum of 5 years' of full-time content and copy editing experience.
- Attention to detail and strong editorial judgment.
- Extremely organized.
- Ability to perform well in an environment with demanding deadlines.
- Interest and ability to work with a large volume of plain language legal content.
- Must be able to work independently.
- Excellent editing and writing skills, including proper spelling, grammar and punctuation.
- Detail-oriented and organized with strong time management skills.
- Able to multitask in a fast-paced environment and work within tight deadlines.
- Familiarity with CP style fact-checking to ensure the highest standards of accuracy.
- Experience working with content management systems.

### Education, Skills and Experience

- Has built a career as a content or copy editor and has worked in publishing, magazines and journalism.

Please email your cover letter, resume and recent work samples quoting reference #CI-013 to [humanresources@canadianwomen.org](mailto:humanresources@canadianwomen.org). Applications should be submitted no later than 11:59pm EST on April 10, 2020.

We thank all who have expressed interest in this position, but only those selected for an interview will be contacted.