



Work at Apartment613

Position	Editorial Assistant (part-time)
Closing Date	June 15, 2021
Start Date	June 28, 2021
End Date	September 5, 2021
Hours	20 hours per week
Rate	\$15 per hour

▮ ELIGIBILITY ▮

As determined by Canada Summer jobs, applicants must meet the following criteria:

- Based in the Ottawa-Gatineau region;
- Be between 15 and 30 years of age (inclusive) at the start of employment;
- Be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Be legally entitled to work according to the relevant provincial/territorial legislation and regulations.

▮ BACKGROUND ▮

Apartment613 Community Initiatives is a registered not-for-profit media organization. Our main activity is apt613.ca, an award-winning hyperlocal blog dedicated to uncovering the best of Ottawa-Gatineau arts and culture; named "Best Community News Website" by the Canadian Online Publishing Awards in four consecutive years (2020, 2019, 2018, 2017). It's a platform for news and ideas, arts previews, podcasts and videos produced by 300+ volunteer contributors since 2009. Visit apt613.ca/about to learn more.

▮ RESPONSIBILITIES ▮

Adhering to the journalistic policies, standards and best practises of Apartment613, members of the Editorial Team plan, conceive, organize and develop the production and realization of blog content. Reporting to the Senior Editor, the Editorial Assistant's detailed responsibilities include but are not limited to:

- Writing, editing, formatting and scheduling posts while ensuring all content meets Apartment613's standards;

- Supporting contributors, which may include researching information a writer can use for a story they're working on;
- Supporting the Editorial Team, which may include coordinating the workflow of volunteers and making edits to blog posts (spell checks and grammar);
- Planning the editorial calendar and assigning stories;
- Responding to our readers and contributors when someone pitches a story;
- Finding creative ways to encourage and engage volunteer contributors.

▮ **SKILLS & EXPERIENCE** ▮

The ideal candidate will possess some or all of the following skills and experience:

- A post-secondary degree (ongoing or completed) in journalism or a related field
- Good editorial judgment and critical thinking skills
- Ability to work with tight deadlines, without sacrificing creativity or quality
- Excellent communication skills, both written and verbal, including the ability to clearly explain concepts to peers
- Strong organizational skills and ability to handle multiple priorities and respond to competing demands in a deadline-driven environment
- Familiarity with Wordpress, Gmail, Slack applications
- French language skills are considered an asset
- Availability with regard to hours of work as well as the ability to work independently and with teams, as needed

We encourage applications from candidates who meet some or all of the ideal qualifications. If you don't have direct experience in some of these areas, we ask you to let us know about any other experience that has equipped you to succeed in those parts of the role.

▮ **TEAMWORK** ▮

Apt613 has the resources for a small, dedicated p/t staff to manage the editorial calendar, edit submissions, organize special initiatives (like 613 Day and Support Local programming), produce social media content, and stay on top of administrative duties which "keep the lights on." You will be joining a p/t team which communicates primarily via Slack, Email, Google Drive, and DMs.

While you will be supported by teammates and asked to coordinate with each other, the ideal candidate for this position will be comfortable working independently. Your work shifts will not always line up with teammates, as we spread out to cover more ground.

▮ **ADDITIONAL INFORMATION** ▮

Apt613 welcomes community members from all backgrounds, and all gender identities and expressions. Above all, we want to see Ottawa's diversity reflected in our platform and will make every effort to accommodate folks from equity-seeking communities including women, people of colour, Black, Indigenous, LGBTQ+, and people with disabilities—because it's

important generally, and because the blog benefits from editors with a diverse range of experience, contacts, and knowledge. Applicants are welcome to voluntarily self-identify as a member of one of these groups.

We strive to accommodate the access needs of a wide range of abilities, and appreciate any guidance or direction on how we may meet your needs.

▮ **HOW TO APPLY** ▮

Please email your CV to <manager@apt613.ca> with a cover letter **or** writing sample by June 15, 2021. Include phone and email contact information for three professional references. Use “Editorial Assistant” for the subject line.

▮ **INTERVIEWS** ▮

Apt613 will contact prospective teammates by June 18, 2021. Due to limited time, only a handful of applicants will be invited to meet virtually. We will not send "rejection letters" to the remaining applicants, rather Apt613 will keep your CV and contact info handy through the 2021 calendar year.