

Job Posting: On Course Editor



Job Description

The On Course Editor is expected to produce four On Course quarterly issues in English and French per calendar year in January, April, July and October.

This is a salaried position at a rate of \$20/page to a maximum of 50 pages per episode. Content-related expenses will be reimbursed only on approval.

Expectations:

- Develop, design and layout content for each On Course quarterly issue electronically.
- Collaborate with the AAC Administrator to compile all Board meeting resolutions (excluding in camera content) into the On Course quarterly issues
- Compile and incorporate reports from the AAC Board members.
- Incorporate National Team information, fundraising and pre-approved advertising.
- Publish other board-supplied reports (e.g. AGM reports, committee reports)
- Collect articles and brags from Members, with assistance from Regional Directors

Specific tasks are to include:

- Liaising with the official AAC translator(s), the AAC Administrator and the AAC Board.
- Remind Regional Directors to provide required reports in a timely manner.

To be considered for this position the candidate must:

- Demonstrate a comprehensive grasp of the English written language.
- Provide own computer/software to carry out contractual duties.
- Show an ability to meet deadlines.
- Provide examples of technical skills required for the position

How to Apply For Position

- Please submit resumes to admin@aac.ca.
- The application deadline: February 28, 2019