

EDITOR

Authority

The Editor works under the supervisory function of the Languages and Cultures Coordination Team.

Purpose

The Editor will serve as a key member of the Languages and Cultures department to review and edit documents for the organization and First Nations. Key responsibilities include, but are not limited to, reviewing, revising, and proofing documents. A demonstrated respect for First Nations knowledge and languages and cultures and fluency in a First Nations language is desirable for this position.

Specific Responsibilities

- Developmental/Project Editing: coordinating and editing a project from proposal or rough document to final stage, incorporating input from authors, specialists, or reviewers;
- Substantive/Structural Editing: clarifying or reorganizing a document for content and structure;
- Stylistic Editing: clarifying meaning, eliminating jargon, polishing language, and other non-mechanical line-by-line editing;
- Copy Editing: Editing for grammar, usage, spelling, punctuation, and other mechanics of style; checking for consistency of mechanics and for internal consistency of facts; inserting head levels and approximate placement of art; editing tables, figures, and lists; notifying Designer of any unusual production requirements;
- Mark-Up/Electronic Coding/Tagging: inserting codes to document/manuscript, either on hard copy or electronically, to indicate design elements;
- Fact Checking/Citation Checking/Reference Checking: checking accuracy of facts and quotes by reference to original sources used by Author or to other reference source;
- Indexing: producing a key to the contents of a work. Includes reading and analyzing the work; choosing subjects, concepts, and other elements that together form a systematic guide to the information contained in the work; arranging these elements into entries consisting of headings and subheadings and their locators (for example, page numbers); and arranging the entries alphabetically or in some other searchable order;
- Permissions: locating source information and obtaining permission releases for copyrighted material;
- Production Coordination: coordinating and supervising design, formatting, and proofreading stages, and ensuring integration of design and content.
- Proofreading: checking proofs of formatted, edited material for adherence to design and for minor, mechanical errors in copy (such as spelling mistakes or small deviations from style sheet);

- Desktop Publishing: creating a formatted document from an electronic document/manuscript according to a designer's instructions or a style template. Includes sizing and placement of art and setting front and back matter;
- Duties may change periodically at department's discretion.

Qualifications

Education & Experience

- Bachelor's Degree in English, Communications or related field, or equivalent experience; Editing certificate preferred.
- A minimum of five years of communications, editing, or technical writing related experience;
- Proficiency with all MS Office products; Experience with Adobe InCopy/InDesign preferred;
- Excellent verbal and written communication skills;
- Excellent interpersonal skills, attention to detail, analytical skills, and organizational skills;
- Experience with applicable government codes and standards;
- Ability to work closely with others, independently or as a member of a multi-disciplinary team of professionals;
- Ability to relate to and communicate with a team of professionals;
- Ability to work independently to prioritize tasks;
- Appreciation and respect for First Nations education reform strategies.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. on January 26, 2021:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

Successful candidates must provide satisfactory criminal and child abuse registry checks. Incomplete applications will not be considered. No phone calls will be accepted. Only those selected for an interview will be contacted.

Please visit our website at www.mfnerc.com