



Contract Opportunity

NEWSLETTER EDITOR

Goal: To edit and produce an Orienteering Canada electronic newsletter

The Orienteering Canada strategic plan identifies the need for a frequent quality newsletter as a high priority. The goals of the newsletter are to:

- Provide information to Canadian orienteering clubs, provincial/territorial associations and their members about Orienteering Canada projects, resources and plans
- Share information/best practices between Canadian orienteering clubs and their members
- Celebrate Canada's orienteering history and accomplishments
- Encourage orienteers to share their experiences with race reports, training ideas, coaching suggestions, etc.
- Encourage a wide range of articles that will reflect orienteering in Canadian and appeal to the Canadian orienteering community.
- Create a newsletter that provides appeal to the non-orienteering community such as the Canadian sport community and potential orienteers.

The Orienteering Canada Board of Directors is seeking a newsletter editor on a contract basis. This contract opportunity is divided into two parts:

Part 1:

- Working with the Orienteering Canada Executive Director, create a newsletter plan for the upcoming year detailing the frequency of the newsletter and the basic content plan for each newsletter

Part 2:

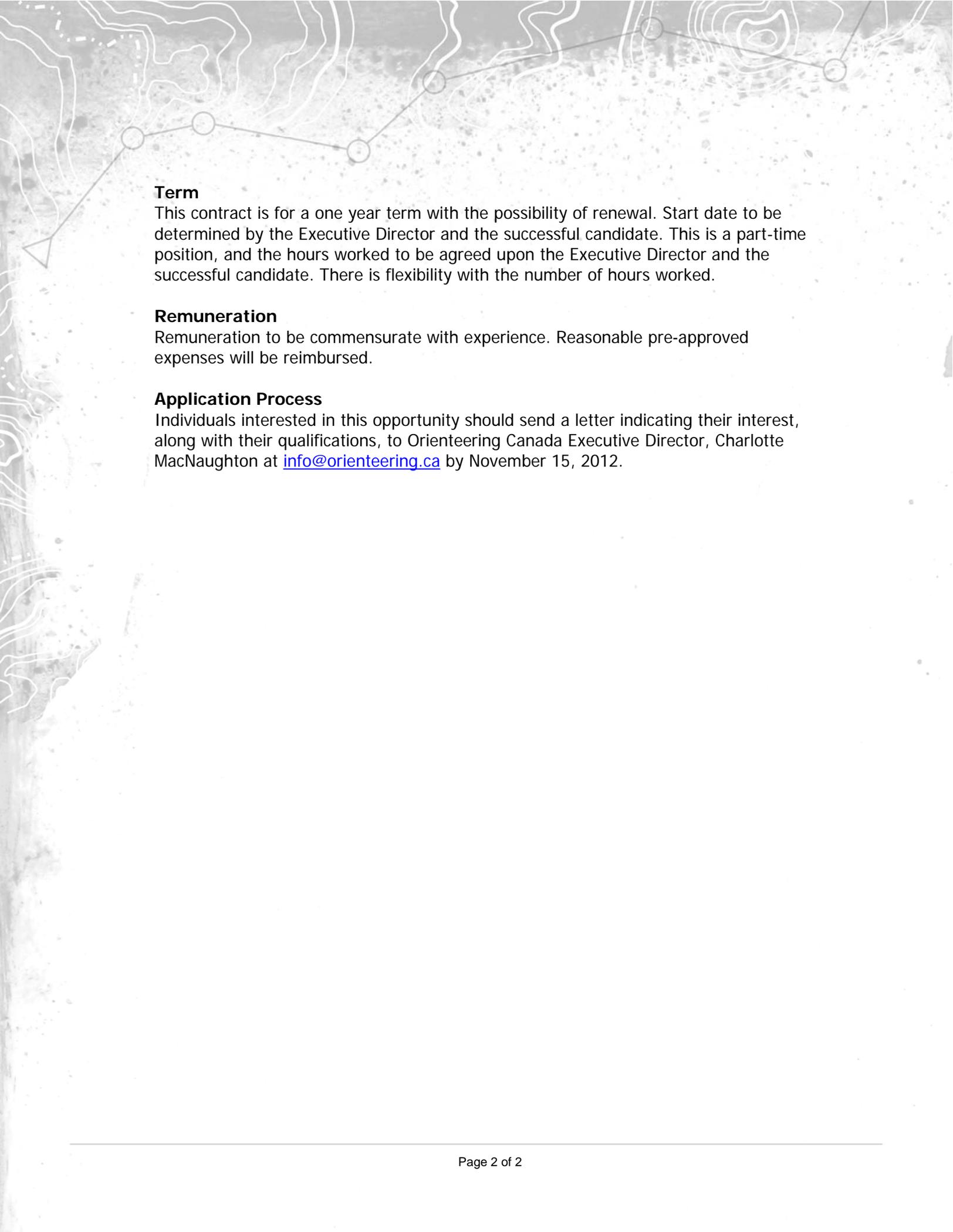
- Working with the Orienteering Canada Executive Director and other key volunteers to determine content for each newsletter
- Write and edit the content for each newsletter
- Develop a network of orienteers across Canada to provide ideas and content for the newsletter

Required skills

- The ability to work independently and adhere to deadlines
- The ability to use appropriate technology to create an electronic newsletter
- Excellent writing and editing skills
- Knowledge of orienteering and the Canadian orienteering community
- Comfort with social media

Ability to communicate in both French and English is an asset.

The contractor must provide their own computer, internet connection, workspace, etc.



Term

This contract is for a one year term with the possibility of renewal. Start date to be determined by the Executive Director and the successful candidate. This is a part-time position, and the hours worked to be agreed upon the Executive Director and the successful candidate. There is flexibility with the number of hours worked.

Remuneration

Remuneration to be commensurate with experience. Reasonable pre-approved expenses will be reimbursed.

Application Process

Individuals interested in this opportunity should send a letter indicating their interest, along with their qualifications, to Orienteering Canada Executive Director, Charlotte MacNaughton at info@orienteering.ca by November 15, 2012.