



ORIENTEERING
C A N A D A

Contract Opportunity

NEWSLETTER EDITOR

Goal: To edit and produce Orienteering Canada's O Canada newsletter

The goals of Orienteering Canada's 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.

Responsibilities:

- Working with the Orienteering Canada's Communications & Development Director, create a newsletter plan for the upcoming year detailing the frequency of the newsletter and the basic content plan for each newsletter
- Working with the Orienteering Canada's Communications & Development Director and other key volunteers and staff 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 Mail Chimp 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. This is a part-time position, and the hours worked to be agreed upon by the Communications & Development 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's Communications & Development Director, Charlotte MacNaughton at communications@orienteering.ca by March 8, 2016.