

Junior Writer / Editor

Full Time/ In-House/ Permanent

NOTE: THIS IS NOT A REMOTE POSITION

Our magazine is currently seeking a creative and engaging writer to contribute to our online and print magazine that is geared towards inspiring business professionals.

Responsibilities include (but are not limited to):

- Compose and contribute exclusive, unique, and engaging articles and blogs suited to our audiences.
- Effectively proofread and/or edit articles and blogs
- Pitch and execute story ideas, find relevant sources
- Conduct thorough research to gather the information that will be used to write articles, that can include anecdotes, photos, or illustrations on various topics for the company's online and print publication
- Assist in the process of updating communications materials including but not limited to media kits, flyers, fact sheets, etc., as assigned
- Ability to work to short and tight deadlines and deliver quality work in a highly demanding environment

Requirements:

- Able to write and edit in Canadian English
- Must have knowledge about Canadian Press Style Guide
- Experience in Digital Writing/ Editing
- SEO experience is an asset
- Self-starter with a strong desire to meet and exceed expectations

Job Location: Toronto, ON

Required Education: Diploma/Certificate

Required experience:

- Diploma or certificate in a related field
- Writing/Communications: 2 year