



New paths
for women
since 1875

VOLUNTEER CENTRE

POSITION : : ENGLISH COPY EDITOR

In order to produce quality texts and tools, the YWCA occasionally needs copy editors for English texts. Editors support the organization with their talents in literature or their expertise in writing and proof reading.

Key tasks and responsibilities

- Revising texts: rereading the texts, checking vocabulary, grammar, spelling and syntax, and correcting typos.
- Rewriting, rephrasing or restructuring sentences, if necessary, and making sure the content of the text is logical.
- Communicating with the Volunteer Centre manager or other YWCA employees needing revision services.

Position requirements

- **Knowledge:** Strong writing skills and perfect spelling. Assets are a background in English literature or experience in revision or proofreading. Ability to manage and meet deadlines.
- **Practical Skills:** Ability to use the review tools in Word.
- **People Skills:** Must show respect toward others and meet deadlines.

Volunteer conditions

- First pass a revision test (*please note that selection criteria for translators and revisers are high*);
- Meet the Volunteer Centre manager for an interview;
- Have access to a computer and Microsoft Word – (*other word processing programs are not accepted if working from home*);
- Be familiar with the review tools in Word;
- Be able to work from home or at the YWCA;
- Take on volunteer requests as often as possible.

Type of position and schedule

Occasional, on-call position.

We have a reserve of volunteers on hand for occasional needs. Please note that we have very few requests in English, as most of our documents are written in French.

