

Canadian Quilter Contract Editor Services (12 Month Contract Opportunity)

The Canadian Quilters Association/Association canadienne de la courtépointe (CQA/ACC) is a national non-profit organization that publishes the *Canadian Quilter* magazine three times a year for its members.

We are seeking an individual to provide contract Editor services to develop magazine content, oversee production of the magazine, website and blog content at canadianquilter.com, produce monthly e-newsletters, and provide miscellaneous copywriting services.

- Develop magazine content from various contributors
- Oversee planning, design, production, printing, and distribution of the magazine
- Oversee all aspects of the digital advertising program
- Attend monthly Communication Committee meetings and others as required
- Create blog posts and support social media content
- Produce branded digital images for social media (Canva)

Experience/Skills required:

- Bachelors Degree in Communications, English, or Journalism with a minimum of 4 years in production of publications or in the publication industry, or combination of relevant experience and training
- Oral and written communication; editorial and proofing skills; attention to detail
- 1 - 2 years experience with WordPress/Divi
- Minimum of 2 years experience with photo editing software, such as Adobe Photoshop and Canva
- Ability to work independently (remote) and as part of a team
- Knowledge and passion for the quilting, textile or fibre arts industry an asset

Terms:

- One year contract with possible extension.
- Work from home with the possibility to attend the annual CQA/ACC conference (includes travel time).
- The maximum contract amount shall not exceed \$33,000. This represents CQA/ACC total budget for this role. The contract amount will be based on the successful candidate's qualifications and experience.
- The successful proponent will be responsible to submit all relevant taxes

How to Apply: Deadline for submissions: March 15, 2025

Send your proposal by email to CQA/ACC Executive Director, Carole McCarville:
executivedirector@canadianquilteradministration.com

In your proposal, you must:

- Include a CV/Resume
- Clearly identify how your qualifications, experience and skills meet the requirements
- Provide 3 recent examples of publications where you provided editor services
- Links to 3 recent examples of blogs and website content you have developed
- Identify proposed cost

Notes: The successful proponent (contractor) will be required to have a business number, business insurance and is eligible to work in Canada.

We will only be contacting proponents moving forward to the interview stage - we thank everyone who has submitted a proposal.