

# Editor-in-Chief, Perspectives on Poverty (Blog)

END POVERTY NOW – VOLUNTEER POSITION



## *About End Poverty Now*

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End Poverty Now (EPN) is a Canadian non-profit organization dedicated to the alleviation of poverty on both local and international levels by finding, funding, and raising awareness of self-sustaining grassroots projects created by community members with firsthand experience of poverty. Please see [www.endpovertynow.ca](http://www.endpovertynow.ca) for more information.

## *Position Overview*

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*Perspectives on Poverty* is a new blog by End Poverty Now that launched in April 2013. It aims to explore unique perspectives on issues relating to poverty, and serve as an online resource centre for poverty education. The Editor-in-Chief of *Perspectives on Poverty* is responsible for overseeing all aspects of the blog: ensuring the timely scheduling of posts, determining topics to be covered, editing the content of submissions, and monitoring comments on posts. The Editor-in-Chief will mainly collaborate with blog writers, blog editors, and the Director of Marketing. This position offers excellent experience in both online publishing and the non-profit sector.

**Location** – Online

**Work Type** – Non-profit, Part-Time, Volunteer

**Start Date** – Immediately

**Hours** – Approximately 8-10 hours/week (with emphasis on quality of work as opposed to set hours)

## *Duties & Responsibilities*

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- Create schedules for blog posts
- Edit articles for the blog
- Oversee the comments in articles they have edited, and ensure editors do the same
- Work with the Director of Marketing to ensure blog content is optimized for search engines
- Organize meetings with the editorial staff
- Attend bi-monthly staff meetings online or in person (1-2 hours in duration)

## *Preferred Qualifications*

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- Bachelor's degree or working towards a Bachelor's degree, preferably in English Literature, Journalism, Political Science, or International Development Studies
- Excellent team and time management skills

- At least 1 year editing experience
- Strong knowledge of poverty alleviation and social justice issues
- Basic proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Experience editing internet content is an asset
- Experience using Wordpress is an asset
- Basic knowledge of HTML is an asset
- Experience in the non-profit sector is an asset

### Application Information

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Please send your C.V./Resume, a short cover letter, and a writing portfolio/sample to: [apply@endpovertynow.ca](mailto:apply@endpovertynow.ca). **Only applicants that provide a writing sample will be contacted.** Interviews will be conducted with qualified applicants, either online, over the phone, or in person.

Also visit: [www.endpovertynow.ca](http://www.endpovertynow.ca) |  [Facebook](#)  [Twitter](#)  [LinkedIn](#)