

VOLUNTEER POSTING

Volunteer position title:	English Copy Editor	Posting date:	December 3, 2019
Staff Resource Person, contact information:	Robert Alsberry	Posting closing date:	This position has a closing date January 5, 2020
Location:	251 Bank, Ottawa, On	Position duration:	To be determined
Position type:	At office or remote	Service area:	Organizational

STATEMENT OF VOLUNTEER VALUE

As a volunteer, you will play a crucial part in the daily life of **MAX**. Without you the organization would have a much harder time in completing its mission and attaining its vision. We value volunteers for their roles as ambassadors, mentors, board directors, leaders, supporters, educators, advocates, and as members of the community of LGBTQ men (Gay, Bi, Two-spirit, Queer and other men who have sex with men, whether cis or trans). At **MAX**, we value the diversity of experiences and knowledge that our volunteers bring. We see you as a unique gift in helping us create larger circles of social connection and in reducing health barriers for LGBTQ men.

PURPOSE OF THE POSITION

MAX Ottawa is seeking a new English Copy Editor with a strong sense of volunteerism, who may demonstrate significant knowledge and experience in, but not limited to, the areas of English writing and editing. Working collaboratively with the Communications and Outreach Coordinator and other staff, this position will play a key role by ensuring the accuracy and relevancy of key MAX documents in support of our communication objectives.

MAX is committed to equity and encourages guys into guys, particularly those at the intersection of multiple inequities including aboriginal, visible minorities, trans, newcomers and refugees, street-involved, substance users, HIV positive people and those living with disabilities to apply and self-identify.

RESPONSIBILITIES AND DUTIES

- Proofread MAX Ottawa's documents (funding applications, reports, etc.)
 - Review text for style, readability, and adherence to MAX's policies and procedures
 - Rewrite texts to improve clarity and readability as needed
 - Support the writing of MAX documents as needed
 - Provide feedback and suggestions for text improvement as needed
 - Support the coordination and curation of the blog
 - Be available for quick turnaround
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QUALIFICATIONS

Required Qualifications

- Excellent written English ability including editing and grammar
- Proved experience proofreading, editing or writing in English
- A keen eye for gender inclusive language
- A genuine passion for working with the GBT2Q communities
- Ability to apply constructive feedback for improvement
- Strict adherence to **MAX's** confidentiality and related agency policies and procedures
- Good computer and digital skills (Microsoft Office, social media platforms)

Preferred Qualifications

- Copy editing and/or professional writing experience, particularly within the GBT2Q community and/or non-profit sector
 - French and/or other language skills including ASL
 - Lived experience as a member of the GBT2Q community
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COMMITMENT EXPECTED

This position will have a minimum of 8-12 hours per month for a duration of the position. This role may require extra hours during specific times of the year.

For more information or to apply please email: r.alsberry@maxottawa.ca