

# Job Description: Editor-in-Chief, Communicator

**Title:** Editor-in-Chief, Communicator

**Location:** Greater Toronto Area / Remote

**Terms:** August 2024 - July 2025

**Hours:** Estimated 5-10 hours per month

**Salary:** This is a volunteer position

## About the Role

We're looking for an Editor-in-Chief to lead our editorial team and oversee the production of Communicator - IABC Toronto's award-winning virtual magazine!

In this role you'll lead the content strategy, review content, contribute to editorial pieces and manage logistics for the quarterly publication.

## Responsibilities

- Work closely with graphic designer on the publication's layout and design following IABC Toronto's style guidelines
- Work with VP, Communications to edit and ensure IABC Toronto tone of voice
- Work closely with the Communications team, and the various board members from all portfolios to share upcoming announcements and articles
- Work with VP, Volunteers to 'hire' copywriter(s)
- Manage and mentor copywriter(s)
- Ensure all articles and stories have been fact-checked and edited
- Contribute articles to the publication
- Keep internal collaborators informed of projects and progress and identify when extra support is needed
- Brainstorm with the Communications team to elevate content

## Top 5 Reasons to Apply

1. Strengthen your leadership skills
2. Network and collaborate with an incredible team of industry professionals
3. This is one of a few volunteer roles that enable you to work across all portfolios and VPs
4. Continue to hone your copywriting skills and create strong portfolio pieces
5. Show off your skills to potential employers/clients

## Requirements

- Must have an active IABC Toronto membership
- Copywriting experience

## About Us

IABC Toronto is the world's largest IABC chapter. IABC is recognized as the professional association of choice for communicators and is committed towards establishing and supporting the highest professional standards of quality and innovation in organizational communication.

**Apply in two easy steps**

1. Fill out our [volunteer application](#) found here
2. Send an email to [toronto-volunteers@iabc.to](mailto:toronto-volunteers@iabc.to) indicating what position you're interested in

**Deadline**

Please apply by August 25, 2024