

## POSITION DESCRIPTION

### POSITION IDENTIFICATION

POSITION TITLE: E-Publications Editor

INCUMBENT: Open

ORGANIZATIONAL UNIT: Communications

---

### POSITION SUMMARY

Reporting to the Director of Web Development and working with the CBA *National* Team, the E-Publications Editor provides key editorial support for electronic newsletters covering CBA Sections, Conferences, other specialized groups, *National* and CCCA magazines and CBA PracticeLink, the Association's online magazine focused on substantive law and practice management.

### RESPONSIBILITIES

- Liaises with Section and Conferences staff and volunteer editors for e-newsletter production;
- Edits CBA e-newsletters as required and permitted, works with Communications staff to format the e-newsletters to set specifications, oversees approval process, and supervises e-newsletter release;
- Provides orientation to incoming committee, sections and conference and volunteer editors on electronic newsletters, social media and CBA publication policies and processes;
- Liaises with the Senior Director, Legal & Governmental Affairs and the Editor of National magazine, researches, selects, assigns and edits articles for CBA PracticeLink;
- Manages freelance writers;
- Assigns translation;
- Assists with production of CBA E-News
- Assists as required in production of *National* and CCCA magazines and their websites;
- Completes other Communications tasks as assigned ( e.g. email blasts, press releases, CBA articles, speeches and scripts);

### EDUCATION QUALIFICATIONS

- Knowledge of the legal system
- Post-secondary education essential;
- Journalism degree a strong asset;

## PROFESSIONAL QUALIFICATIONS

- Two or more years editing experience for print or online magazine, newspaper, blog or related publication;
- Excellent command of the English language;
- Strong knowledge of French;
- Excellent writing and editing skills;
- Experience with maintaining blogs;
- Proficiency in Microsoft Office Suite;
- Excellent organizational skills;
- Interpersonal skills (working with volunteers a definite asset);
- Ability to work efficiently and effectively, under pressure, as a part of a team.

## IMPACT

The E-Publication Editor is instrumental in ensuring the flow of information from Sections/Conferences to members. Members receive valuable case law updates, Section/Conference news, information on Professional Development, and CBA Canadian Legal Conference and Mid-Winter meeting updates. Additionally, the E-Publication Editor is responsible for maintaining a high standard of relevant and timely content for CBA PracticeLink on-line to serve the CBA membership.