



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

Embroidery Canada Proofreader Job Description

Date: 2021-05

Next review date: 2023-05

Type: Assistant

Reports to: Communications Director

Term: Minimum two-year term, to be extended in two-year increments upon board invitation but this can be extended as this is a volunteer position, not an elected position

Function

To assist the *Embroidery Canada (EC)* editor with ensuring the quality of the magazine

Time Commitment

Two to six hours in February/March and July, may vary according to magazine deadlines; additional time as necessary to respond to correspondence, etc.

Documents

Documents that are associated with this position include:

- *Embroidery Canada* and Online Policy

Duties

- Be available by email and respond to requests in a timely manner
- Assist the *EC* editor to proofread issues of the magazine and provide comments and edits by the deadline as determined by the editor

Resources Required

- Home Computer
- Email Account
- High-speed internet access
- PDF reader capable of commenting and annotations

Skills Required

- Excellent editing skills
- Ability to learn and use technology
- Team player and the ability to work independently
- Interest in needlework
- Ability to see projects through to completion

Skills Developed

- Improved knowledge of editorial content and magazine preparation

- Improved organization skills
- Interpersonal skills working as part of a team

Timeline

Quarterly

- Proofread articles for and issues of *Embroidery Canada* and provide feedback to the editor
- Provide reports as requested