



**JOB TITLE:** Content Editor – Full Time

**BUSINESS UNIT:** Metroland West, Editorial - Hamilton Spectator, 44 Frid Street, Hamilton, Ontario L8P 4M3

The Hamilton Spectator editorial department has an opening for full-time Group 1 editors to work a variety of shifts including evenings and weekends. This position will involve planning, gathering, editing and proofing content for multiple print and web products in a deadline-driven environment. We require a skilled, well-organized editor who knows CP style and is a stickler for grammar, sentence structure, spelling, punctuation and headline management.

As a key member of our team, we will rely on you to always work with accuracy and efficiency, building strong relationships within the team and ensuring our readers experience top-notch products by being prepared to go the extra mile and take a project to the next level! Experience with and knowledge of the News Gate content management system would be an asset.

#### **KEY ACCOUNTABILITIES**

- Editing and validating content source and quality efficiently and accurately
- Proof reading ensuring accuracy and efficiency
- Process driven abilities with a requirement that work produced is perfect with no errors
- Able to complete routine tasks
- Ensure online content created to attract an online audience
- Editing online content
- Following up on missing details
- Working and delivering to tight deadlines
- Booking and managing orders through third party dashboard

#### **WHAT WE'RE LOOKING FOR**

- Degree or Diploma in Journalism or in related field
- Previous Journalism, Communications or Public Relations experience and knowledge of SEO
- Proficient in Microsoft and Share Point
- Ability to excel in a fast-paced, deadline driven and demanding environment, driven for results
- Strong communication skills both verbal, especially written skills as well as a competent listener
- Passion for content, new media and technology
- Ability to work both independently and in a team environment
- Proactive and collaborative
- Mature, honest and hard-working yet light-hearted

Metroland is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Metroland will endeavour to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

If this sounds like a fit for you, please apply by **June 15, 2018**

**Internal Candidates** apply to our internal posting portal on *MyMetNet* under *My Career*

**External Candidates** please apply to our external posting portal: <https://careersen-metroland.icims.com>

Thank you for your interest. Only those candidates selected for an interview will be contacted.