



JOB TITLE: Editorial Clerk - Temporary Full Time

BUSINESS UNIT: York, Editorial - Aurora/Newmarket Era Banner, 580B Steven Court, Newmarket, Ontario L3Y 6Z2

Metroland Media, York Region, publisher of Newmarket Era, Aurora Banner, East Gwillimbury Express, Georgina Advocate, Bradford Topic, Richmond Hill Liberal, Stouffville Sun-Tribune, Markham Economist & Sun, Thornhill Liberal Vaughan Citizen, King Connection and yorkregion.com, is looking for an editorial assistant to join its fast-paced newsroom on a five-month contract, November 2018 to March 2019. The successful candidate will provide support to editors and reporters in producing content for print and online.

KEY ACCOUNTABILITIES

- Enter submitted content into online content management system with an eye for good SEO.
- Support editors in managing the flow of content from digital to print.
- Write engaging posts for social media platforms, including Twitter and Facebook.
- Play a key role in managing events calendar, promotion and coverage.

WHAT WE'RE LOOKING FOR

- Effective organizational skills, ability to manage time and prioritize tasks appropriately.
- Ability to excel in a fast-paced, deadline-driven and demanding environment.
- Team-oriented individual that can build professional relationships with team members.
- Understanding of SEO.
- Competent in social media (Facebook, Twitter, etc.) and possess online posting skills.
- Strong communication skills, both verbal and written.
- An interest in community journalism.

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 **September 22, 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.