



**cmecc**

Council of  
Ministers  
of Education,  
Canada

Conseil des  
ministres  
de l'Éducation  
(Canada)

**THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC)** is an intergovernmental agency providing leadership in policy development, program administration, and research at the pan-Canadian and international levels. Located in the heart of Toronto (steps from the St. Clair subway), CMEC is seeking an:

### **ENGLISH COPY EDITOR**

**Full-time, bilingual position, 14-month contract**

**Current annual salary range: \$65,223–\$77,049**

CMEC offers an excellent benefits package and the opportunity to work in a dynamic, collegial, and bilingual environment that promotes professional development and career advancement.

### **Position summary**

Reporting to the Director, Communications and Governance, the **English Copy Editor** is responsible for all aspects of English-language copy-editing and works with a team of translators, French copy editors, and administrative staff.

Major responsibilities include:

- copy-editing a wide variety of documents, including briefing materials, letters, memoranda, minutes, national and international reports, guides, website content, press releases, and publicity materials;
- providing limited substantive editing, when required;
- comparing English and French versions of a document to ensure consistency when a document has been translated from French to English;
- advising Secretariat staff on language issues, including style, usage, specific terminology, grammar, and formatting;
- working with a team of translators to maintain and enhance the Secretariat's LogiTerm terminology database and maintaining the translation/copy-editing database;
- maintaining the CMEC English Style Guide;
- providing expert advice to Secretariat staff on print production, including acting as resident liaison with Library and Archives Canada for ISBNs and legal deposit requirements;
- liaising with stakeholders and consultants; and
- other duties, as required.

## Key qualifications

- Highly developed English-language copy-editing skills
- Previous copy-editing and/or substantive-editing experience
- Superior oral and written skills in both English and French
- Solid project-management skills
- Excellent time-management skills
- Highly developed networking and negotiating skills
- Superior interpersonal skills
- Well-developed decision-making and problem-solving abilities
- Excellent research skills
- Advanced computer literacy

### **Preference may be given to candidates with one or more of the following:**

- a degree in communications, publishing, translation, journalism, or a related field;
- a knowledge of, and sensitivity to, intergovernmental relations and/or government experience;
- familiarity with LogiTerm translation software.

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), to the attention of Human Resources, at [hr@cmecc.ca](mailto:hr@cmecc.ca), **by 4:00 p.m. EDT, June 25, 2021**. For more information, visit us at [www.cmecc.ca](http://www.cmecc.ca).

CMEC welcomes applications from persons with disabilities. Accommodations are available upon request for candidates taking part in the selection process.

CMEC thanks all candidates for their interest in this position. Only those who are selected for an interview will be contacted. Candidates must be legally entitled to work in Canada.

**CMEC is an equal-opportunity employer.**