

A CAREER EMBRACING

WORK FAMILY



WEB EDITOR/WRITER

The web editor/writer is responsible for ensuring that the written material on the Board's internal and external web sites meet WorkSafeBC's online publishing standards and follows accepted industry best-practices; maintaining consistency of style and accuracy in the context of WorkSafeBC online communications; developing and implementing various communication strategies to assist clients to meet their communication objectives; generating new material for publication on the web site as required in consultation with client departments and for performing other related duties as assigned.

As a qualified candidate, you're able to:

- Independently manage, plan, co-ordinate and prioritize multiple projects and tasks to meet goals and deadlines in a dynamic, high pressure environment
- Write and/or edit corporate web content in an innovative and creative style using clear and concise language
- Address communications issues in order to achieve best outcomes by working, developing and maintaining cooperative working relationships with managers, directors and staff throughout the organization
- Present and explain information clearly and concisely to audiences with varying levels of understanding and information needs
- Analyze complex information, determine key messages and generate creative and viable options by using standard communication practices to meet objectives or solve problems

As well as:

- You are able to conceptualize, research, interview, write and edit for the Web using current standards, guidelines, styles and writing principles
- You have a working knowledge of word processing, presentation software, Adobe Acrobat, HTML and Macromedia Dreamweaver
- You have a working knowledge of web design and web publishing terminology

You possess the following experience and educational background:

- A post secondary degree or diploma related to web writing/editing plus 3 years experience in the writing/editing field. Equivalent combinations of education and experience may be considered.

Balance and wellness

As a leader in promoting healthy and safe workplaces, WorkSafeBC believes the health and wellness of our employees depends on a solid work-life balance. As a member of our staff, you'll have access to services that can help you get the most out of work... and life.

- **Health and fitness:** We offer many ways for you to keep healthy and fit. Our Richmond office includes a fitness program offering equipment and classes, and staff outside Richmond is reimbursed the cost of gym memberships.
- **Self-funded leave:** Contribute 20 percent of your salary annually for four years, then take the fifth year off and use your accumulated funds.
- **Earned Time Off:** Start with three weeks vacation, plus the ability to add another 13 days off
- **Care and nurturing:** Take an unpaid leave of absence for the care and nurturing of your children.

More information on this position and information on how to apply is available at www.worksafebc.com/careers.