

A CAREER BALANCING

WORK LIFE



EDITORIAL ASSISTANT

As editorial assistant, you'll be responsible for writing, editing, and proofreading articles for WorkSafeBC's internal and external web sites and print publications.

The successful candidate will be involved in researching, fact gathering, and interviewing subject-matter-experts. Additionally, the editorial assistant will publish Intranet news stories for the site's home page and feature sections. You'll also ensure that WorkSafeBC's online and print publications follow our *Editorial Style Guide* and *Corporate Web Style Guide* standards.

As a qualified candidate, you're able to:

- Independently manage, plan, coordinate, and prioritize multiple projects and tasks to meet goals and deadlines
- Gather and convey relevant information through research, interviews, and listening
- Liaise effectively with a wide variety of people throughout the organization
- Use the Internet to effectively gather relevant information.

You possess the following experience and educational background:

- Post secondary two-year diploma related to communications, web writing, or public relations
- 18 to 27 months professional writing experience
- Working knowledge of Microsoft Office products including Word, Excel, and PowerPoint
- Demonstrated ability to use web publishing tools such as Dreamweaver, HTML, and SharePoint would be considered an asset.

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.

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

OPPORTUNITIES AT worksafebc.com

WORK SAFE BC

WORKING TO MAKE A DIFFERENCE