

In-House Editor/Formatter - We offer flexible working hours, learning opportunities, and meaningful work.

We are a growing consulting firm based in Guelph, Ontario, that offers its employees flexibility, excellent learning opportunities, and the ability to work with amazing people on a daily basis.

SVS staff have the autonomy and support to grow their careers in the direction they choose to help meet our collective mission of a land where all peoples can reach their full potential, share prosperity and uphold their rights. We are aligned in our commitment to doing good work in both our local and client communities, and we are known for our fun company culture and our commitment to providing excellent client service.

A few more key points about SVS:

- Our company is filled with individuals who like taking initiative and thinking outside of the box.
- We believe in creating shared value in every project we work on and we assist Indigenous and non-Indigenous communities and private sector companies in coming together to create shared value for all parties involved.
- We are a Certified B Corp—we believe business should be about making a difference and doing good for both people and places.

The Position: We're looking for an in-house Editor/Formatter to fill a 12–18 month contract position. The pay range we're offering is competitive and negotiable.

- We offer flexible working arrangements.
- We have an incredibly unique company culture that allows us to shine positive lights on our failures and work in an environment where we can learn and grow together, all while doing meaningful work.

Requirements:

- A bachelor's degree and/or professional experience
- Experience with writing, editing and formatting
- The ability to work accurately but quickly, as we often have strict deadlines to meet (with expectant clients on the other end)
- Initiative and a willingness to learn
- The ability to work both independently and as part of a team
- An open communication style
- An average editing speed of 1,000 words per hour
- In-depth knowledge of one or more style guides (e.g., APA, MLA, and CMOS)
- Skills and experience working in cross-cultural settings, preferably with First Nation, Métis, and/or Inuit communities

Responsibilities:

- To edit, format and proofread a broad range of documents, including technical and scientific materials
- To manage the day-to-day editorial workflow
- To coordinate with other teams on a variety of creative research and writing projects

Asset Qualifications: Previous consulting experience would be an asset.

Let us know if you speak: French, Cree, Ojibway, Oji-Cree, Innu, or other languages that might be useful for this position.

We are on the traditional territory of the Attawandaron People. We honour the original ancestors of this land and offer respect to our Haudenosaunee, Anishinaabe, Mississauga and Métis neighbours. We strive to be accountable by acknowledging this history and cultivating respect in our relationships with our Indigenous neighbours and the land.

We are located in downtown Guelph and are lucky to be close to public transit, restaurants, and parks.

Summing It Up: Why Should You Apply?

- Fun company culture
- Learning and career growth opportunities
- Flexible working hours
- Meaningful work
- Great coffee

In the spirit of reconciliation and diversity, we are committed to increasing our number of Indigenous employees. Please let us know in your application if you are First Nations, Metis or Inuit.

Send your application to HR@sharedvaluesolutions.com