

Job Posting

Alzheimer Society of Canada

The Alzheimer Society's vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementias and to promote research.

OUR VALUES

Collaboration Accountability Respect Excellence

The Alzheimer Society is an equal opportunity employer, and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Editorial Intern, Research and Knowledge Translation & Exchange

Reports to: Senior Editor, Research & Knowledge Translation & Exchange

Supervises: N/A

Job Summary

The Editorial Intern will support the optimization of Alzheimer Society of Canada information resources in both digital and print. Their work will help people who live with dementia, their care partners, and healthcare professionals become more knowledgeable about and more actively engaged in managing and living well with dementia. Their work will also improve accessibility of information, and, by association, boost UX experience on our digital platforms.

Essential Duties and Responsibilities:

- Key project: Co-leads, enables and implements transformation of disparate digital info sheet resources into a unified, cohesive, updated digital info sheet series
- Works collaboratively with the Research and Knowledge Translation and Exchange (KTE) team to support the deployment of other KTE tools to the public
- Supports the maintenance and implementation of accessible content, UX and writing styles as concerns KTE materials
- Responsibilities may include copy editing, proofreading and fact checking
- Provides feedback and notes on KTE content and approaches, particularly as relates to young caregiver sphere

Job Qualifications

Education:

- Minimum first year university undergraduate; lived experience with dementia care will be considered an asset, as will experience working on student newspapers, magazines and/or editorial websites

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- An equivalent combination of education and experience will also be considered

Experience:

- Some experience in researching and writing for diverse audiences
- Basic knowledge of editing, publishing, and revision processes
- Ideally some skill with basic digital writing structure in terms of headings, links, lists and keywords
- Some familiarity with engaging with community groups, including the elderly, people with dementia, and care partners

Other Knowledge, Skills, Abilities or Certifications:

- Must have strong communications ability or training and an exceptional attention to detail
- Must have a personable approach to relationship building
- Would be useful to have an understanding or familiarity with the symptomatic details of dementia
- Successful candidates will be excited to join and excel in a collaborative, team-focused environment, with the keen ability to multi-task and be organized across all projects

2022 Canada Summer Jobs Eligibility Requirements:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*International Students are not eligible

This contract role requires thirty-five (35) hours per week for eight (8) weeks.

Commitment to Equitable Recruitment

The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

COVID-19 Vaccination

The Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations you may have under human rights legislation.

Please submit your resume and cover letter to: resumes@alzheimerssc.org

Please include the 'Job Title' in the subject line.

Closing Date: May 27, 2022

We thank all who apply, but only those selected for an interview will be contacted.