

Contract Writer Position *(short-term)*

Posting Link: <https://archives2026.com/>

Position Title: Contract Writer

Employer: Response to the Report of the Truth and Reconciliation Commission Report Taskforce

Location: Remote

Closing Date: September 13, 2019

The *Response to the Report of the Truth and Reconciliation Commission Report Taskforce* (TRC-TF) of the Steering Committee on Canada's Archives is seeking a creative, thorough, and detail-oriented writer committed to providing quality work to support Taskforce research.

The mandate of TRC-TF is to conduct a review of archival policies and best practices existent across the country and identify potential barriers to reconciliation efforts between the Canadian archival community and Indigenous record keepers and researchers. The Taskforce has drafted an actionable response to this research which will become the foundation for a reconciliation framework for Canadian archives; however, this work is in need of polishing. As such, in this **short term, contractual position** the incumbent writer will be provided with all necessary content with which to create the required comprehensive, engaging and accessible reports.

Writer Job Duties and Responsibilities

- Attend creative briefs and consult with Taskforce members to determine needs and objectives
- Report directly to TRC-TF Co-Chairs
- Create interesting, innovative, and educational written content
- Work to outlined expectations and requirements established in project brief
- Write in accordance with specified format, tone, and voice
- Provide effective copy for advertising outlets
- Self-edit work for spelling, grammatical, and punctuation errors prior to initial submission
- Revise work based on feedback and line notes received from editorial team
- Familiarize yourself with TRC-TF research and vital background information
- Cite all material used for research and/or direct quotations according to the *Chicago Manual of Style*
- Ensure all written work is authentic and original
- Always meet established deadlines

Writer Requirements and Qualifications

- Relevant Bachelor's degree and three years' experience as a technical writer or copywriter, or equivalent education and experience
- Knowledge of the work of the Truth and Reconciliation Commission of Canada, and interest in ongoing reconciliation work

- Knowledge of archives an asset
- Experience working with Indigenous communities an asset
- English/French bilingualism an asset
- Strong grasp of proper sentence structure and grammar
- Ability to write in a variety of tones
- Creative and dedicated
- Organized and detail-oriented
- Self-starter who works well independently
- Excellent communicator

Contract Term

- Hourly contract fee dependent upon experience.
- This short-term contract is expected to run intermittently from the end of September 2019 to the end of January 2020.
- The incumbent will work remotely from their home location and will be expected to attend tele/video conferences with the TRC-TF co-chairs and members as required.
- Consultants are expected to provide their own technology (computer and software) and mobile communication device.
- Applications should be submitted to Erica Hernández-Read (Erica.hernandez-read@unbc.ca) no later than 4:30pm (PST) September 13, 2019.