



VOLUNTEER OPPORTUNITY

LifeCanada is a Canada’s national educational organization assisting our 80+ member groups to effectively reach out to their communities.

Among the many resources that LifeCanada produces, Reflections Magazine is one of our most important. A full-colour glossy periodical, the Magazine focuses on a single life issue, considering it from a variety of angles. Our writers are ethicists, doctors, journalists, researchers and other well-known professionals, whose insight and genius create a truly superb publication. Our member groups use the Magazine as an educational tool. It is published twice annually. Individual subscriptions to Reflections Magazine help us to educate Canadians about these crucial life issues.

LifeCanada also publishes *The Insider* once a year. This is an opportunity for groups to write about their great work. Articles are submitted to LifeCanada for publication in the annual publication.

LifeCanada is looking to fill the following VOLUNTEER position:

EDITOR’S ASSISTANT (Reports to the Executive Director)

<p>REFLECTIONS MAGAZINE (2X/YEAR)</p> <ul style="list-style-type: none"> • Helps Committee and Executive Director (ED) determine topic of Magazine • Researches topic, finds relevant articles and/or writers • Obtains permissions. Files permissions. • Finds appropriate authors, communicates with authors • Sets deadlines for written articles • Collects relevant books for the Reading Corner • Presents all work to the ED one month in advance of Magazine release. • Timeline for duties to be determined. • Optional roles: Writes for the LifeCollective/gathers articles for the LifeCollective. • Summarizes issues • Opinion writing • Creates talking points for relevant issues • Creates memes for social media • Collaboration with web-content manager 	<p>THE INSIDER MAGAZINE (1X/YEAR)</p> <ul style="list-style-type: none"> • <i>Reports to the ED</i> • Helps the ED (and committee) determine features of Magazine • Assistant reaches out to groups to see if they are interested to contribute. • Monitors writing of articles • Gathers articles, images • Submits all material to ED one month in advance of Magazine release • Timeline of duties to be determined. • Collaboration with web-content manager
<p>HOURS Approximately 2-3 hours a week leading up to Magazine’s deadline.</p>	

**COMPENSATION**

Opportunity for professional development with a national organization
Recognition of role in E-News/LifeCollective/Magazines
This role may become a paid position, though there is no guarantee

RECOMMENDED BACKGROUND

Students of Journalism/ Literature/Political Science/retired teachers/journalists/marketers/ new graduates

REQUIREMENTS

Volunteer must take our Volunteer Training Program (1 day)
Understanding of life issues.
Solidly pro-life
Good people skills
Must demonstrate strong organizational skills
Excellent writing skills
Volunteer agrees to sign the Confidentiality Agreement and Volunteer Agreement
Minimum 1 year commitment

Where to apply?

Send in your Curriculum Vitae and two letters of reference to Natalie Sonnen, Executive Director, LifeCanada at director@lifecanada.org or mail to:

LifeCanada
PO Box 138
Carleton Place, ON
K7C 3P3

We (LifeCanada) reserve the right to only follow-up with, interview, and accept candidates that we deem suitable for the position.