

POSITION TITLE: Writer
REPORTS TO: Founder & Publisher
DEPARTMENT: Operations
COMPENSATION: Commensurate with experience
ANTICIPATED START DATE: As soon as possible
APPLICATION DEADLINE: Ongoing
LOCATION: Hamilton (Ontario, Canada)

ABOUT THE COMPANY:

Illuminessence is a lifestyle e-magazine celebrating young, professional women and their exemplary accomplishments. Illuminessence showcases diverse women from various professional spheres, excelling in their various pursuits with a common desire to make their mark, and offers a unique platform to celebrate their individual successes.

Illuminessence is:

- **Distinctively Fabulous**
Illuminessence showcases and appeals to fabulous, success-driven women who are excelling in their professional pursuits.
- **Uniquely Diverse**
Illuminessence is a unique platform showcasing diverse women from various professional spheres with a common desire to make their mark.

JOB DESCRIPTION:

Role of a Writer is an integral position of the Illuminessence team. Reporting directly to the Publisher and Editor in Chief, this position is expected to research, interpret, communicate and produce a wide range of content for publication in the e-magazine. Your proven history of being a self-managed writer coupled with strong interviewing skills is KEY to the success of this role.

- Write feature articles that appeal to readers and maintain interest in the brand of Illuminessence magazine
- Select interviewees in consultation with the editorial team, initiates contact, schedules and conducts interviews either face-to-face, over the telephone or by email

- Write editorial and commentaries on topics of current interest to stimulate reader interest
- Research, analyze and verify information for accuracy
- Submit articles for publication in the required format within expected timeframe
- Rewrite and adapt articles to suit the objectives of Illuminence e-magazine
- Maintain an active interest in the specific niche of the Illuminence e-magazine
- Maintain originality of writing style
- Develop creative ideas to increase readers' interest
- Perform photography and videography duties, as deemed necessary
- Attend quarterly editorial meetings
- Other duties as assigned

QUALIFICATIONS:

- University degree or college diploma in journalism, communications or a related writing experience is required
- Proficient with Windows Office Suite including; Word, Excel, Publisher, PowerPoint etc.
- Excellent literary and technical writing skills
- Open to critical feedback in the most appropriate manner
- Willing to rewrite and revise work following feedback
- High attention to detail and self-disciplined
- Ability to meet deadlines
- Photography and videography skills, an asset

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Flexible- opportunity to work from home

SUBMIT RESUMES TO illuminencemag@gmail.com