



**Online Editor
The Fulcrum**

[The Fulcrum](#) is the University of Ottawa's independent English-language student news outlet, now publishing exclusively online. Since 1942, we've provided the university with quality news and its students with invaluable opportunities for learning and growth. We're a dynamic workplace located on campus, led by a small but mighty team.

We're looking for an online editor to join our team for the 2023-24 publication year. The online editor will work in close conjunction with the editor-in-chief and the managing editor to develop and implement a social media strategy and hold one of 15 positions on the Fulcrum's editorial board. **This position runs from August 28 to April 10, 2024.**

Remuneration: \$16.90 hour, 20 hours per week

Main responsibilities...

- Produce 3 written or multimedia pieces for social media platforms
- Schedules promotion of all online content (posting times, which platform, live tweets, etc.), with the approval of the editors-in-chief.
- Writes social media captions for articles and posts, in accordance with the Fulcrum's Social Media Guide.
- Coordinates visual assignments with the multimedia team.
- Posts weekly social media engagement stories, or comes up with new ideas for social media engagement.
- Prepares monthly analytics reports from data collected across multiple platforms, and makes recommendations on how to improve traffic.

Other duties...

- Must be available on production day.
- Holds at least two (2) office hours per publishing week, outside of production duties. Office hours must be scheduled during regular business hours.

- Attends all staff, volunteer and Editorial Board meetings weekly unless excused by the editors-in-chief. Encourages contributors to attend weekly volunteer meetings.
- Educates (through seminars, workshops, guest speakers, one-on-one training, etc.) all interested staff in all aspects of the section. Writes an end of term transition report.

Application requirements...

Deadline to apply is May 26th. Please submit a resume, cover letter, platform of your vision for the section, and two unedited writing samples that showcase your ability to write science & tech content to editor@thefulcrum.ca.

Applicants who submit a complete and competitive application will be invited to partake in a two-part test which will test them on basic science & tech knowledge as well as their editing skills. Applicants must receive 50 per cent or higher on each test in order to be considered for an interview.

Due to the nature of the position, the successful applicant will be required to live in Ottawa from the start of their term to the end to attend possible in-person events.

The Fulcrum is an equal opportunity employer and accommodations are available for applicants during the hiring process.