

Oh She Glows Editorial Intern

Oh She Glows is currently interviewing for a paid Editorial Intern position. The selected candidate will develop, write, and edit a wide range of website content. This position is part-time (15-20 hours per week) to start, with the opportunity to grow with the company.

Start date: October 12, 2015

Requirements:

- Excellent written, communication, and editorial skills
- Experience in the editorial field is not required, but preferred
- Ability to attend weekly or bi-weekly meetings in Oakville, Ontario
- Highly motivated, detail-oriented, efficient, self-starter, creative, trustworthy, works well alone or with a team, flexible, enthusiastic
- Passion for plant-based cuisine, nutrition, healthy living
- Training or experience in the field of nutrition is not required, but a bonus
- The ability to edit recipes and directions; has knowledge of proper recipe formatting, culinary terms, etc.
- Comfortable using Wordpress, Live Writer, Asana, Google Docs + Suggestions (track changes)
- Familiarity with the Oh She Glows brand, mission, blog, recipes, and audience
- Owns a laptop

Responsibilities:

- Writing and editing assignments, such as editing recipes and blog posts, updating FAQ/Book/About pages, creating special features
- Coordinates and schedules press, interviews, and reviews for the Oh She Glows Cookbook II
- Schedules and maintains editorial calendar
- Creates and edits bi-weekly or monthly newsletter
- Organizes and attends weekly or bi-weekly meetings
- Interviews bloggers and cookbook authors for special features

Compensation: Hourly, negotiable

How to apply:

Email a cover letter (no longer than 1 page) detailing why you are a great fit and how you will help advance the Oh She Glows mission. Include an up-to-date resume (be sure to include your location) to careers(at)ohsheglows(dot)com by August 14, 2015. Please title your email EDITORIAL INTERN POSITION. If you have an online portfolio or website please link to it in your resume. Candidates will be notified only if they are selected to move on in the interviewing process. Thank you in advance for your interest!