



Editor, Editorial

(Volunteer Position)

Are you passionate about writing, editing, and sustainability? We're looking for two Editors to join our team and help manage the content creation process for our online blog. If you have experience in writing, editing, and team management, and are excited to support a platform focused on climate change and social justice, this role could be perfect for you!

Position Overview:

As an Editor at The Sustainable Act, you will play a pivotal role in managing our team of volunteer columnists, organizing pitch meetings, overseeing article submissions, and ensuring a consistent editorial calendar. You will edit and provide feedback on articles, coordinate images and credits, and ensure polished content is ready for publication on our blog at thesustainableact.com/blog. This is a manager-level volunteer role, perfect for individuals with strong leadership, time management, and editorial skills.

Location: Remote

Type: Volunteer

Commitment: 4-6 hours per week, but can fluctuate

Reporting to: Executive Director

Key Responsibilities:

Team Management	Manage a team of volunteer columnists, ensuring timely submissions and overseeing their work.
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Pitch Meetings:	Organize and facilitate pitch meetings to guide content direction and align with the organization's mission.
Editorial Calendar:	Manage the editorial calendar, ensuring a steady flow of articles and consistency in content publication.
Editing & Feedback	Edit articles, provide detailed feedback to columnists, and ensure high-quality, engaging content.
Recruitment:	Assist in recruiting new columnists to grow our team and diversify the content offering.
In-Person Event Support	Be available to assist with in-person events in Vancouver, ensuring smooth execution and positive participant experiences.

Ideal Candidate:

- **Experience:**
Prior experience in writing, editing, or content management is required, along with a portfolio showcasing previous work.
- **Skills:**
Strong leadership, excellent written communication, ability to manage deadlines, and organizational skills.
- **Passion:**
A deep interest in sustainability, climate action, and social justice.
- **Independent Work:**
Ability to work independently, take initiative, and manage multiple tasks simultaneously.



What We Offer:

- The opportunity to lead a passionate team and contribute to content that drives meaningful change.
- Flexibility to work remotely and manage your own schedule.
- A chance to grow within our organization, with opportunities to take on greater responsibilities.
- Be part of a community that prioritizes sustainability, climate action, and social justice.

If you're excited about leading a content team and amplifying voices for sustainability, we'd love to hear from you!

To Apply:

Please submit your resume, and a portfolio of your work through our job application form. We look forward to hearing from you!

Apply here: <https://forms.gle/tkZRA5gzCXt9YEzY8>

About The Sustainable Act:

The Sustainable Act is a dynamic platform dedicated to inspiring action and driving change through media. We leverage storytelling, interviews, and grassroots activism to highlight impactful sustainability initiatives and leaders. By combining high-profile discussions with grassroots efforts, we amplify voices that are shaping a sustainable future, offering practical solutions and fostering a global community committed to combating climate change. Through our podcast, blog, and social media, we connect, inform, and empower individuals to engage in meaningful climate action.