

Ontario



Editor/Writer

Organization:

Ministry of Education

Division:

Education Quality and Accountability Office (EQAO), Math Proficiency Test Unit

City:

Toronto

Language of Position(s):

Bilingual English/French

Job Term:

1 Temporary Assignment up to 24 months

Job Code:

02703 - Information Officer 2

Salary:

\$1,428.25 - \$1,687.23 Per Week*

*Indicates the salary listed as per the OPSEU Collective Agreement.

Understanding the job ad - definitions

Posting Status:

Open

Job ID:

216481

The Education Quality and Accountability Office (EQAO) is an arm's length government agency of the Ministry of Education in Ontario. EQAO is modernizing Ontario's approach to large-scale assessment. This transformation is part of an exciting mandate to contribute to the continuous improvement of Ontario's publicly funded education system. The agency creates and delivers

engaging and relevant online curriculum-based large-scale assessments for students that lead to further insights into their learning.

Teacher applicants to the Ontario College of Teachers (OCT) must pass the Math Proficiency Test (MPT), ensuring new teachers hold basic competency in math. The MPT unit is responsible for the design, development, administration and reporting of the test.

EQAO is dedicated to building a strong team to support the development and delivery of its assessment program. With this focus, EQAO is looking for experienced professionals to provide English and French language editing, translation and proofreading services.

Note: These positions are located at 2 Carlton Street, in Toronto, however alternate work arrangements may be available.

OPS Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](#) and the [OPS Diversity and Inclusion Blueprint](#) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](#). Refer to the "How to apply" section if you require a disability-related accommodation.

What can I expect to do in this role?

In this role you will:

- research, edit, and translate English, French and bilingual educational assessment publications and promotional materials.
- provide English and French editing and translation services for internal and external EQAO corporate communications, such as research papers, social media posts and correspondence.
- contribute to the EQAO editorial policy, and participate in the development of writing style guides and editorial standards.

How do I qualify?

Mandatory

- You must possess oral and written French language skills at the superior level. Your proficiency level will be confirmed before hire.

Writing and Editing Skills

You can demonstrate:

- knowledge of communications theory, principles and methods
- techniques for the organization of text, and knowledge of writing styles
- an ability to translate detailed and technical material into plain language while maintaining accuracy
- an ability to review, translate and edit academic and communications materials

Oral Communication and Interpersonal Skills

You can demonstrate:

- consultation skills to discuss and clarify information and changes in client requirements with EQAO staff
- analytical and business relationship skills to liaise with external contractors on editing projects, and to ensure adherence to editing standards

Analytical and Evaluative Skills

You can demonstrate:

- analytical skills to review documents and determine the accuracy and quality of content (e.g., format, language, grammar, consistency)
- an ability to ensure compliance with established standards and procedures
- evaluative skills to assess the presentation style, approach, and tone of written materials to achieve appropriate communication for the identified audience

Data / Information Research Skills

You can demonstrate:

- knowledge of research practices and methods to conduct research for assessment materials and corporate communication products
- an ability to compile information from a variety of relevant sources in clear, precise, and plain

language

- an ability to verify and check the authenticity of information

Additional Information

Address:

- 1 Bilingual English/French Temporary, duration up to 24 months, 2 Carlton St, Toronto, Toronto Region

Compensation Group:

Ontario Public Service Employees Union

Understanding the job ad - definitions

Schedule:

6

Category:

Communications; Marketing and Creative Services

Posted on:

Wednesday, July 17, 2024

Note:

- [This ad is also available in French.](#)
- Less qualified applicants may be considered on an underfill basis.
- E-EU-216481/24

How to apply:

1. You must [apply online](#).
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment services team will contact you within 48 hours.

Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Friday, August 2, 2024 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an inclusive employer.
Accommodation is available under the [Ontario's Human Rights Code](#).**