



### JOB DESCRIPTION

<b>POSITION:</b>	Copy Editor
<b>SERVICE :</b>	National Liturgy Office (English Sector)
<b>Date :</b>	April 2026

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#### **About Us:**

The Canadian Conference of Catholic Bishops (CCCB) is the national assembly of the Catholic Bishops of Canada. Operating since 1942, it functions as a collaborative body that supports the collective work of its members, the Bishops of Canada, by the coordination of pastoral activities that are relevant at a national level. The CCCB maintains relations with other national bodies, including other faith groups, the federal government, National Indigenous Organizations, as well as with other Episcopal Conferences around the world, the four Regional Assemblies of Bishops in Canada, and the Holy See.

#### **Summary:**

Under the direction of the Director of the National Liturgy Office (NLO), the copy editor prepares and copyedits liturgical publications. He/she copyedits material for the NLO, performs basic research and helps to coordinates publication projects.

#### **Responsibilities:**

1. Prepares initial layout, editing, proofing of documents and publications pertaining to the NLO, (e.g. manuscripts for *confirmatio / recognitio* of the Dicastery for Divine Worship and the Discipline of the Sacraments, ritual books, Lectionaries, and liturgical aids used for meetings such as Plenary, Permanent Council, others).
  - Develops and/or follows a style sheet to consistently apply editorial style.
  - Identifies structural and stylistic editing requirements.
  - Reads and edits copy to be published to ensure agreement with source documents, across multiple resources, and to detect and correct errors in spelling, grammar and syntax.
  - Checks for consistency of mechanics (and internal consistency of facts). This also includes “Canadianizing” text, i.e., metrification and spelling.
  - Reviews manuscripts following proofreading to confirm observations of proof reader.
  - Incorporates and/or brings to attention of the Director any author or proof reader alterations; flags locations of art and page references.
  - Prepares the text or outline of promotional material for liturgical publications.
  - Assists in the production of electronic liturgical resources.
  - Collaborates with other members of the team, especially the Director of the National Liturgy Office and the Manager of CCCB Publications to ensure that production deadlines are met. Projects include liturgical books, liturgical resources in print and PDF format and others.

- Liaises with experts to coordinate project details.
- Reviews third party publications for liturgical material copyrighted or administered by the CCCB for issuing copyright permissions.
- Assists with the administration of copyright permissions/licenses as needed.

## 2. Performs research for various publications

- Checks accuracy of facts and/or quotes by referencing original and other sources.
- Maintains existing project databases and assists with the development of new databases.
- Produces an alphabetical list of names and places and/or subjects and concepts, indexes anything pertaining to NLO, creates table of contents etc., appearing in a publication.

## 3. Performs other activities and duties as required.

### **QUALIFICATIONS**

Diploma in English or a related discipline, or an equivalent combination of education and experience.

Minimum of four years of related experience.

Liturgical studies or practical equivalents with sensitivity to ecumenical relations.

Well-developed editorial skills.

Strong writing, speaking and communication skills in English.

Strong interpersonal skills.

Exceptional attention to detail.

Ability to communicate and understand French.

Ability to follow instructions and to work independently.

Ability to work efficiently with a team.

Excellent planning and organizational skills.

Ability to work under pressure and meet deadlines.

Knowledge of the vocabulary and structures of the Catholic Church.

Ability to do basic research in archives and on the Internet.

Ability to read music an asset.

Excellent planning, organizational and communications skills.

Excellent computer skills: *Windows; Microsoft Office, especially Word, Excel and Outlook; Adobe; InDesign, PhotoShop and Zoom.*

**About the Job:**

This is a permanent, part time role – 21 hours per week. The role is on-site at the CCCB head office. Schedule to be established with the Director.

This position has an hourly wage range of \$34.61-\$41.11/hour, with excellent working conditions, including a pension plan after two years of service.

**Artificial intelligence** is not used within the hiring process.

**Reason for Hiring :** Vacant Role

Interested candidates are requested to submit a cover letter and a resume to [careers@cccb.ca](mailto:careers@cccb.ca) before Tuesday, May 19th at 5pm.

The selected candidate will be subject to a background security check.

*In accordance with Section 24(1) of the Ontario Human Rights Commission, the CCCB has the right to give preference to Catholic candidates with respect to employment.*

*In accordance with the Ontario's Accessible Employment Standard, the CCCB welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

**We thank all applicants. Only those selected for an interview will be contacted.**