



# Alberta Council of Disability Services

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## Administrative Editor, Standards and Accreditation

### Who We Are

The Alberta Council of Disability Services (ACDS) is a not-for-profit network of community disability sector organizations in Alberta. Established in 1973, our member-driven organization works closely with the Government of Alberta and other partners to strengthen the community disability services (CDS) sector to benefit Albertans with developmental disabilities. Member support is provided through policy advocacy, training and development, accreditation, research, and building connections within and across the CDS sector.

### What We Are Seeking

Working under the guidance of the Accreditation Manager, the Administrative Editor position will provide assistance to the Standards and Accreditation department supporting the development, editing and finalizing of site-survey reports following accreditation surveys and the survey process. The primary responsibility will be to ensure accreditation reports align with CET reporting standards and are edited for clarity, grammar, format, and conformance to the corporate style, and perform quality assurance of department processes.

This **full-time** (37.5 hour / week) **contract** position will appeal to a highly organized, deadline-driven professional. The ideal candidate will be one who requires little supervision, can manage multiple projects in a fast-paced environment, and wants to contribute their skills to make a difference in the nonprofit sector.

### PRIMARY DUTIES AND RESPONSIBILITIES

- Edit Site Survey reports and written material for clarity, grammar, and conformance to the corporate style.
- Write and edit material for the publication of new Standards.
- Update and edit manuals and other related documents.
- Format and fact check documents, while meeting strict deadlines.
- Special projects include research and data analysis for the creation of new Standards.
- Perform quality assurance of department documents.
- Assist with maintaining communication systems such as newsletters, website updates, and presentations.

### QUALIFICATIONS AND COMPETENCIES

- Post-secondary training in Copyediting and Proofreading
- Excellent written and verbal skills in the English language.
- Strong time management, communication, and organizational skills.
- Demonstrated proficiency in Microsoft office products including Excel, Word and Outlook.
- Ability to establish and maintain external relationships

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**Our Mission: ACDS is the collective voice of our members, advancing excellence and best practices, advocating for effective public policy, and championing professional disability services.**

This position will run for 12-month term. The term may be extended, funding permitting. ACDS offers a competitive salary and a highly supportive work environment.

E-mail résumé and covering letter to: [hr@acds.ca](mailto:hr@acds.ca)

Please state "Application for 2021 Administrative Editor - Website" in subject line.

**Deadline: Midnight, April 22, 2021**

Only candidates selected for an interview will be contacted. Please do not follow up your application by emailing, phoning or visiting our office. Interview candidates will be required to bring documents to prove academic credentials. Position will remain open and deadline extended until the ideal candidate is found.

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