

EDITORIAL ASSISTANT - WEB (ENGLISH) – REMOTE WORK

SOFAD is a non-profit organization dedicated to designing, producing, and distributing online learning resources in French and English for adult education, vocational training, French language learning, and workplace continuing education. Since SOFAD has virtualized its operations, both positions are fully remote.

Our editorial team is looking for a Editorial Assistant – Web – English. The challenges are stimulating, and the team is very friendly. Working conditions are highly attractive. You'll enjoy working at SOFAD. See: <https://sofad.qc.ca/index.php> and <https://www.youtube.com/@sofad>.

As a Editorial Assistant – Web, you will report to the Director of Operations and support the editorial team in the development and production of online course projects.

You will :

- Contribute to the writing and perform the linguistic revision of learning content.
- Review and adapt storyboards prior to web integration.
- Proofread web content and validate PDFs before print (digital proofs).
- Identify and report web corrections.
- Validate animations and subtitles
- Draft and format reports, procedures, and other documents.
- Download stock photos and follow up on visual adjustments.
- Manage documentation and filing.
- Prepare files for translation.
- Archive project files and manage access to the digital library.
- Maintain a dashboard of projects under your responsibility.
- Contribute to SOFAD's planning and reporting processes.
- Develop or update your skills through ongoing training

You have:

- A college diploma or university degree in a relevant field such as linguistics, publishing, or educational technologies.
- 1 to 3 years of experience in linguistic revision and proofreading of learning content.

You possess key competencies such as :

- Ability to identify, analyze, and resolve operational issues
- Strong organizational skills and ability to manage multiple projects simultaneously
- Proficiency in managing information using appropriate technologies and procedures
- Excellent verbal and written communication skills
- Advanced editing and proofreading skills
- Strong writing skills in English
- Ability to share information internally and communicate effectively with colleagues

Technologically, you are comfortable with:

- Microsoft Office Suite.
- SharePoint.
- TEAMS.
- Planner (or another project management software).

SOFAD offers you:

- Remote work.
- Professional equipment.
- Competitive salary.
- Flexible 35-hour workweek.
- Group RRSP and group insurance, including dental and telemedicine.
- Four weeks of vacation per year + sick leave and additional days off.
- Continuing education.
- Cultural or sports activity budget.
- Start date: January 2026.
- Other working conditions are defined by SOFAD's current policies

Want to apply?

Interested candidates are invited to send their application to the attention of the Executive Director, Denis Sirois, no later than 4:00 p.m. on Monday, December 1, 2025, at **recrutement@sofad.qc.ca**. An acknowledgment of receipt will be issued. SOFAD thanks all those who express interest. However, only candidates selected for interviews will be contacted.