



JOB DESCRIPTION



**PUR** PROJET

**COPY EDITOR (ENGLISH)**  
Location: Toronto, Canada

CONTACT:  
**Manel RAMDANI**  
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## PUR PROJET

PUR Projet is a global leader in supply chain sustainability. We develop socio-environmental projects within the supply chains of our corporate partners. Through the economic and social empowerment of local communities and the introduction of sustainable development initiatives at the agricultural level, PUR Projet seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projet's projects fall within the categories of insetting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

PUR Projet is a B Corp Company which employs over 110 people and has a presence in 10 countries, based in Paris, France; with offices in Toronto, Singapore, Bogota and Thailand. We operate programs in >40 countries. PUR Projet has a depth of experience in South America, Asia, Africa and Europe, and is currently expanding its scope within North America. PUR Projet's clients range in size but include large programs with entities such as Nespresso, Burberry, Ben & Jerry's, L'Oreal, AccorHotels and Caudalie.

More information on PUR Projet and our work can be found on our website at [www.purprojet.com](http://www.purprojet.com).

## TORONTO OFFICE

The Toronto Team is composed of a group of young, creative and energetic individuals that on any given day may find themselves in places as diverse as Afghanistan, Colombia or California; leading field activities with local farming communities to drive ecosystem restoration; attending multinational conferences around the globe; providing media interviews to outlets like Vogue; advising the Canadian Minister of Agriculture; or simply attending eight hours of zoom calls a day (aren't we all) across eight different times zones and with some of the most influential sustainability brands in the world.

We are a close-knit team that focuses on supporting each other, and sharing energy, ideas and inspiration on a daily basis; and we look forward to bringing in new team members that share our passion for making a positive change in this great world.

We have a dedicated office in a fantastic co-working ecosystem provided by our friends at East Room. Located at 50 Carroll St. (near the intersection Queen St. East & Broadview) the office is easily accessible from TTC Streetcar Routes 501, 503, 504 & 505.

## ROLE

PUR Projet is seeking a creative, detail-oriented copy editor. We are seeking an energetic and dynamic individual who would be excited to support our international team by refining and executing PUR Projet's English editorial style and policies; while editing, fact checking and addressing the layout of internal, external and commercial materials. This person would be an integral part of PUR Projet's marketing and communications team, while also supporting key client deliverables and proposals developed by the Programs Team. This person should be able to confidently work in English, writing and editing copy. The ideal candidate will also have a strong understanding of French.

## DUTIES & RESPONSIBILITIES

<b>SUMMARY OF RESPONSIBILITIES:</b>	Support PUR Projet's global team through the review, editing and, where necessary, translation of key internal, external and commercial deliverables for various mediums in English.
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<b>INDIVIDUAL RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>- Support the development of PUR Projet’s editorial style and policies;</li> <li>- Review, edit and, where necessary, translate into English key internal, external and commercial deliverables including but not limited to: <ul style="list-style-type: none"> <li>o commercial proposals;</li> <li>o reports and technical deliverables;</li> <li>o web material, blog posts and social media posts; &amp;</li> <li>o marketing material including powerpoints, press releases and multimedia content.</li> </ul> </li> <li>- Support the writing and development of key internal and external documents in support of PUR Projet’s business goals and needs, based on key structures and information given</li> <li>- Develop and maintain editorial calendar</li> <li>- Write social media captions</li> <li>- Compile press releases</li> </ul>
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<b>TEAM RESPONSIBILITIES:</b>	<p><b>CULTURE &amp; COMMUNITY</b></p> <ul style="list-style-type: none"> <li>- Support a healthy, fun and effective work environment as part of the PUR Projet Team;</li> <li>- Participate in internal workshops, seminars and social events to help carry PUR Projet’s strong sense of community; and</li> <li>- Demonstrate your individual character, nature and ideology within the Company and support others to do the same.</li> </ul>
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<b>REPORTING:</b>	<p>The successful Candidate will report to PUR Projet’s Brand Manager.</p> <p>The successful Candidate will also be expected to closely collaborate with a number of colleagues based in Toronto and Paris.</p>
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**QUALIFICATIONS**

<b>EDUCATION:</b>	<p>≥ Bachelors (or equivalent) degree in related fields such as English/French, communications, publishing or journalism.</p> <p>Comparable work experience will be considered in lieu of a specific degree where appropriate.</p>
<b>EXPERIENCE:</b>	<p>Minimum 3 years of experience as a Copy Editor</p> <p>Various work experience will be considered, but should include similar activities to those described above. Experience working with companies focused on B2B offerings will be seen as a plus, as well as experience supporting digital media production.</p> <p>Any experience working with social or environmental purpose organizations would be seen as a benefit.</p>
<b>SKILLS:</b>	<p>Strong knowledge and experience working with diverse teams to address copy editing across text, presentations, digital media and proposals.</p>

	Comfort and expertise in the use of Microsoft Office Suite (Word and Powerpoint in particular), is required. Experience working with the Adobe Suite of media products such as Illustrator or InDesign, and/or Google Suite seen as a plus.
<b>PERSONAL CHARACTERISTICS:</b>	<p>We are seeking an individual who takes strong responsibility and accountability for their work. An individual who is driven, self-reliant and comfortable working both autonomously and in a team. Strong interpersonal skills will be seen as a strong asset due to the nature of the work.</p> <p>The successful candidate will be expected to coordinate and work effectively with diverse stakeholders including the Marketing &amp; Communications Team, Programs Team, Projects Team and Management Team. It is expected all candidates will be able to demonstrate collaboration in past work experiences.</p>
<b>LANGUAGES:</b>	<b>Candidates must be fluent in English and French. Spanish is considered a benefit but not necessary.</b>

**WORKING CONDITIONS**

The successful candidate will work out of the Toronto Office or Paris Office.

**CONTRACT**

We are looking for an individual to fulfill a full-time position.

**REQUIREMENTS & CERTIFICATIONS**

Candidates must have a valid passport, legal right to work in Canada or Paris. Candidates must have the ability to travel between Canada & France at minimum.

**RECRUITMENT PROCESS**

PUR Projet kindly asks that interested candidates submit their CV and a cover letter, describing their motivation and relevant experience, by email to [manel.ramdani@purprojet.com](mailto:manel.ramdani@purprojet.com) with the subject “ [Copy Editor] + NAME “. All candidates will receive a confirmation email upon receipt. It is kindly requested that all submissions are made by **November 8th, 2021**, although interviews will begin before this time for any short-listed candidates who have submitted their documents early.

All CVs will be reviewed by the PUR Projet Team. Those candidates shortlisted will receive an email to request an interview. The final two stages of the recruitment process will be case study and a fit team. Please be prepared to have three references available upon request.

The successful candidate will start with PUR Projet in November 2021.