Last updated: November 2026

English Editor

Impact Statement

MSF Canada's Communications Department is responsible for achieving brand visibility by disseminating information about MSF across mass media, including press, web and social media platforms. Increasingly, the Communications Department seeks to not only broadcast information, but to engage audiences in ongoing narratives related to humanitarian issues, current events, operational transparency and organizational accountability. The Communications Department disseminates stories about returned MSF humanitarians, as well as news stories, photos and videos from the more than 70 countries where MSF works.

Reporting to the Editorial Manager, the English Editor works closely with the fundraising, digital and communications teams as well as other departments to help raise awareness across Canada about MSF's medical humanitarian work. The Editor is responsible for MSF's brand and style guidelines and voice in all public-facing English written content. They provide strategic insight and content for various MSF written channels and external platforms. The Editor may write, edit or review written content, and plays a leading quality assurance role in reviewing the use of language, brand and messaging in all public-facing content to support the overall communications objectives of the organization. The English Editor also leads the development of MSF Canada's two keystone publications each year – *Dispatches* magazine and the *Impact Report*. The English editor is responsible for the project management of MSF Canada's English review process – overseeing the management of the Asana system that receives, assigns and reviews all English language content deliverables, and creating new processes and templates to maximize efficiencies. They are also responsible for ensuring the review of all English content to ensure compliance with MSF Canada's brand guidelines, including expectations on tone, language accessibility and equity, diversity and inclusion (EDI) best practices. To help facilitate this work, they also directly project manage the English Editorial Coordinator (who is directly supervised by the Editorial Manager).

Key Responsibilities

- Managing editorial content for MSF Canada's print publications (*Dispatches* magazine and the *Impact Report*)
- Overseeing content quality assurance by reviewing English public-facing content for fundraising, digital and communications. Supporting English content reviews for other departments upon request.
- Project managing MSF Canada's English content review workflows (currently using Asana) including by receiving, assigning and organizing English copywriting and review requests to meet specified timelines
- Creating new templates and processes to help improve efficiencies in MSF Canada's English copywriting and review workflows
- Project managing and training the English Editorial Coordinator, including by delegating day-to-day copywriting tasks and supporting their work
- Providing training to internal staff and external vendors and contractors who produce or support English content creation and review for MSF Canada
- Staying informed and connected with other MSF offices to remain up to date on the latest updates on the organization's use of brand, language and voice as well as general operational communications stories and guidelines

Job-Specific Responsibilities

Content Strategy, Editing and Writing

- Reviewing communications materials produced by MSF Canada and the movement upon request and help select content for MSF channels (websites, letters, social media, emails, etc.)
- Supporting substantive editing needs that bring together operational information, creating stories with existing content, and reshaping movement materials to resonate with audiences in Canada
- Providing in-house copy-editing to other departments for external-facing materials
- Schedule permitting, fulfilling international MSF requests for English copy editing
- Staying abreast of operational priorities and updates across the movement to support the selection, refinement and accuracy of stories and issues shared in MSF Canada materials

Quality assurance

- Ensuring all materials produced by MSF Canada are consistent with the organization's brand guidelines, voice and values, particularly around EDI
- Advising colleagues on rules and restrictions of MSF Canada's brand guidelines and logo rules

Brand Guidelines Leadership & Training

- Managing the process to update MSF Canada's brand guidelines at regular intervals as needed to ensure it remains consistent with the latest considerations around voice, tone, and values – particularly around EDI
- Project managing MSF Canada's English quality control workflows (currently, on Asana), which includes receiving all English review requests from all departments, delegating them to internal and external resources, and ensuring timely completion.
- Creating new processes, templates and guidelines as needed to ensure clarity and efficiency in our English content creation work
- Project managing the English Editorial Coordinator, including by facilitating their training and project delegation
- Providing regular brand training to internal and external MSF stakeholders and vendors as needed

Managing print publications

- Working with other departments to develop content for institutional materials as needed. Scope can include support to writing, editing, copy editing or advising on content and narrative.
- Leading the editorial process for *Dispatches*, MSF's biannual flagship magazine
- Guiding and supporting the fundraising department with the editorial process for the donor audience (email and print)
- Leading the editorial process for the print edition of MSF Canada's annual *Impact report*
- Supporting editing and review needs for the digital versions of *Dispatches* and the *Impact Report*

MSF Transversal Competencies

- **A Commitment to MSF's Principles**; Proficiency level 1: Acts towards the fulfilment of MSF's Social Mission
- **Cross-cultural Awareness;** Proficiency Level 3: Demonstrates an integrating attitude
- **Planning and Organization;** Proficiency Level 3: Follows up, plans activities and sets priorities
- **Results and Quality Orientation;** Proficiency Level 3: Improves performance and sets ambitious and realistic goals
- **Service Orientation;** Proficiency Level 3: Anticipates clients' needs
- **Behavioural flexibility;** Proficiency Level 2: Adapts behaviours to the needs of the situation

Knowledge and Experience

- Proven writing, editing, publications and digital writing experience

- Experience as an editor and knowledge of Canadian Press style
- Experience with print production and web publishing
- Proven experience with strategic content management
- Strong project management skills, with proven experience with project management tools such as Asana
- High degree of accuracy, diligence and attention to detail
- Highly organized with strong project management skills
- Demonstrated time management skills and the ability to manage multiple deadlines and work under pressure

Education, Certifications and Languages

- English fluency

Working Conditions

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m. EDT), some weekends and evenings may be required
- Flexible work hours and hybrid work model (40% in MSF Canada office per week)
- The office environment is open concept, and workstations are shared with colleagues
- Workstations consist of sit/stand desks, anti-fatigue floor mat, swivel chair, laptop with dock and double monitor
- Work requires long hours in front of a computer/laptop screen

Job Information

Position Level: Individual Contributor
Department: Communications
Position Status: Permanent
Activity Rate: 100% (37.5 hours/week)

Location: Toronto

Salary Grade: Level 15, Step 1 on MSF Canada's Salary Grid

Status: Must be legally authorized to work in Canada; MSF Canada is not in the position to support a work permit process for any applicant outside of Canada.

Benefits: Health Spending Account, Lifestyle Spending Account, group insurance (Life, Dependent Life, AD&D), Peace of Mind plan (i.e. prescription drugs, accidental dental, hospital care, etc.), five per cent RRSP contributions (no matching required), starting four weeks' vacation/year, flexible work hours, annual professional development budget, Employee and Family Assistance Program (EFAP), and a positive and innovative office culture grounded in our core values of humanity, integrity and results.

Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we're committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive, and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

MSF Canada acknowledges the existence of systemic racism and oppression and is committed to sustaining and strengthening its anti-racism and anti-oppression (AOAR) efforts. As MSF Canada continues to grow and strive to

remove barriers in its offices in Canada and in MSF work environments abroad, we welcome applications from individuals with unique experiences of intersectional oppression on the basis of their social markers such as their ethno-racial identity, age, gender identity, education, socio-economic status or place of origin. We encourage Black, Indigenous, People of Colour, LGBTQIA2S+ people, individuals living with disabilities and any individual deserving equity to apply.

In line with MSF's December 2021 pledge to reduce our carbon emissions by 50 per cent by 2030, compared to our 2019 baseline, we encourage everyone to embrace and embed sustainable and climate-friendly practices. Applying a climate and planetary health lens will help us improve our operational impact. Facing climate change and environmental degradation through our operational activities by focusing on mitigation and adaptation will decrease our dependency on fossil fuels, reduce our ecological footprint and help protect human health. Everyone, at all levels, with all skill sets is needed to address the global threat of climate change.