

*The Butchart Gardens is looking for an individual to fill the following position:*

**DEPARTMENT: ADMINISTRATION**

**POSITION: COPY EDITOR**

The Administration Department takes pride in providing exceptional service to the visitors and business partners of The Butchart Gardens, as well as to the organization's nine other departments. This position will focus on proofreading and editing a wide range of communications, ensuring consistency in tone, language, and style, while maintaining adherence to company guidelines and industry standards across both print and digital platforms. The successful candidate will help develop and create engaging written content that supports The Gardens' communication objectives and resonates with diverse audiences. As workload permits, this position will also provide administrative support to the CEO and General Manager and assist with other administrative duties, including supporting the Reception team as required.

**The successful candidate will be required to:**

- Evaluate written materials and recommend improvements to content, structure, tone, style, and organization.
- Review, edit, and proofread draft materials, ensuring accuracy in spelling, grammar, syntax, clarity, and length.
- Provide editorial guidance and mentorship to employees and contributors. Review and edit content to maintain consistency, clarity, and adherence to company writing standards, corporate communication guidelines, and editorial best practices.
- Develop, maintain, and promote corporate writing standards to ensure a consistent voice across all communications.
- Uphold The Butchart Gardens' visual identity and contribute to initiatives that strengthen brand awareness and public engagement.
- Collaborate with other departments to ensure consistent messaging, language, formatting, and style.
- Research assigned topics and prepare correspondence, briefing materials, speaking notes, reports, and other communication materials as required.
- Assist with website content development and contribute to the overall online communications strategy.
- Respond to visitor correspondence and inquiries in a professional, timely, and engaging manner.
- Generate, research, and develop compelling content that connects with visitors and supports organizational objectives.
- Assist in the development and implementation of internal communications, media responses, newsletters, blogs, and other company communication initiatives.
- Continuously review, update, and improve website content and public-facing documents to ensure accuracy, relevance, and consistency.
- Support cross-departmental written communication initiatives and foster collaboration across the organization.
- Perform other related communications and administrative duties as assigned.

**The successful candidate will also assist our Administration team, when necessary, with the following responsibilities:**

- composing correspondence on behalf of the CEO & GM, and The Gardens
- drafting documents, collecting information, initiating communication, updating correspondent information
- email correspondence
- scheduling of appointments, meetings, conference calls, travel arrangements, catering
- disseminating information and materials to department managers when requested by CEO or GM
- proof reading of letters/correspondence
- research as needed/requested
- projects as required
- answer incoming and internal phone calls, take and relay messages
- receive and refer visitor inquiries by mail and phone
- complete data entry
- other duties as required

**The successful candidate will possess the following skills and abilities:**

- Bachelor's degree or diploma in English, Communications, or related field
- experience using Outlook, Word, Windows 10, Excel, and Power Point
- experience editing documents
- experience writing and reviewing policy
- ability to research, analyse, and evaluate information
- ability to work well under pressure and set priorities
- strong initiative with the ability to multi-task
- detail oriented with organizational abilities
- ability to establish and maintain effective working relationships with all staff, and the ability to work effectively within a team
- maintain confidentiality and work with discretion, as required
- ability to conduct oneself in a patient, polite, and professional manner
- pleasant and professional telephone manners
- a broad knowledge of the local area and our tourism partners
- familiarity with The Butchart Gardens and the scope of services provided is an asset

**Work Season:**

This is a full-time, year-round position with a 6-month probationary period. Occasional overtime, evening and weekend work can be expected. This position will include 3 weeks of paid vacation (*plus an additional 2 weeks paid staff holidays during The Gardens closure each year*), health and dental benefits, Health Care Spending Account, and matching RRSP plus 1% upon completion of a successful 6-month probationary period. This position reports to the General Manager. Remuneration will commensurate with this level of responsibility and the qualifications of the candidate, starting from \$31.00/hr.

We are accepting applications until the position is filled. Please submit a cover letter and resume to: Human Resources, The Butchart Gardens, 800 Benvenuto Ave, Brentwood Bay BC, V8M 1J8, Tel: 250 562 4422, Email: [hr@butchartgardens.com](mailto:hr@butchartgardens.com)

If you have questions please contact Cathy Cowen, General Manager, or the Human Resources Department at 250-652-4422. To view a copy of this posting visit [www.butchartgardens.com/employment](http://www.butchartgardens.com/employment)

*We sincerely thank all those who apply, however, only those short-listed will be contacted.*