



September 7, 2017

Journalist / Writer Job Description

This is a 3-4 month part time position working with the Centre for Local Prosperity as the Principle Writer for the: **60th Pugwash Conference Anniversary: *Climate Change & the Human Prospect -Empowering our Climate Future for Rural Communities.*** The event will be held at the Thinkers Lodge, Pugwash, Nova Scotia, Canada from September 28-October 1, 2017. Compensation is negotiable based on experience. For more information, see: <http://centreforlocalprosperity.ca/events-2/thinkers-lodge-retreat/>

Roles & Responsibilities:

[1] Stage One: Retreat Recording / Principal Writer

- Be available for a few planning phone calls leading up to the retreat
- Read background information which is also provided to all Thinkers
- Assist CLP as the Principal Writer for the September 26 to October 1, 2017 retreat at the Thinkers Lodge, Pugwash, NS. In this role, you are required to be present on Thursday afternoon (Sept 28) through to Sunday 1:00pm (Oct 1).
- Attend formal and informal retreat discussion sessions during this time to record conversations.
- Work with an assistant writer and student rapporteurs to capture additional conversations in breakout sessions or informal conversations, and collate this information into your computer for future use.
- Prepare a media release for Sunday, Oct 1, 2017 with high-levels outcomes of the retreat.
- Attend a media conference to be introduced as the principal writer

[2] Stage Two: Report Preparation

- Compile notes collected from your works, the assistant writer and rapporteurs.
- Working with CLP staff, develop a report outline, framework and table of contents.
- Provide a draft report, based on the notes collected above.
- Incorporate edits CLP staff and generate a final report.
- Submit final report for graphics lay-up and provide any final comments prior to publication.

Contact:

Robert Cervelli
Executive Director
[Centre for Local Prosperity](http://www.centreforlocalprosperity.ca)
robert.cervelli@gmail.com