



Transforming natural resource management
Empowering communities
Transformer la gestion des ressources naturelles
Renforcer le pouvoir d'agir des communautés

Recruitment: French Writer and Editor Consultant

Location: Remote (Americas, Africa or Europe)

Status: Consultant

Deadline: April 1, 2026

Overview

IMPACT is seeking a skilled French writer/editor to support our communications team in delivering high-quality content across multiple languages.

Context

IMPACT transforms how natural resources are managed where security and human rights are at risk. We investigate and develop approaches for natural resources management to improve security, development, and equality. An independent non-profit, IMPACT collaborates with local partners for lasting change.

IMPACT is headquartered in Canada with offices in Burundi, Côte d'Ivoire, Democratic Republic of Congo, Uganda, Côte d'Ivoire, and Zimbabwe. Learn more at www.impacttransform.org

Objectives Scope of Work

This consultancy will expand the Global Communications team's capacity to support IMPACT's projects and country offices. It is intended to address surge needs, including large documents and French language requests. The consultant will work on an on-demand basis and submit a quote and invoice for each assignment.

The French writer/editor must:

- Develop clear, concise, and compelling written content that is technically accurate for various audiences and stakeholders, such as briefing papers, research reports, training guides, and more.
- Refine and enhance the written work of team members through strong editing and copywriting skills.
- Edit written materials for structure and clarity, and to ensure technical concepts are clearly articulated, texts are jargon-free, and the organization's impact and achievements are clear.
- Translate technically complex information into creative content that can engage audiences, enhance our reach, and demonstrate impact.
- Support with fact checking of publications, when needed.
- Copy-edit all materials according to IMPACT's Style Guide and support brand cohesion.



Required Qualifications & Skills

Candidates are asked to clearly demonstrate in their applications how they meet the requirements of the position.

Essential qualifications, expertise, and skills:

- Undergraduate degree or equivalent in Communications, Journalism or Public Relations.
- At least 7 years of relevant experience in a writing or communications role.
- Experience working for an international non-profit or in international development preferred.
- Proven excellence in writing, with the experience and ability to adapt writing style and tone for different audiences and platforms.
- Meticulous copy-editing skills with the ability to edit to brand guidelines.
- Experience writing or editing various types of technical content including curriculums, training guides, or toolkits.
- Strong project management and coordination skills with a proven ability to deliver high-quality writing and editing projects on time.
- Excellent interpersonal skills to negotiate the editing process successfully and diplomatically with colleagues.
- Strong computer skills with exceptional proficiency in Microsoft Office.
- Preference for candidates who can communicate with colleagues in both English and French in cross-cultural environments.

Competencies:

- Committed to ensuring communications built on respect and dignity when working with vulnerable populations.
- Creative, with a willingness to innovate.
- Excellent attention to detail, problem solving, and judgement.
- Self-starter, able to work independently, respect deadlines with minimal supervision.
- Excellent organizational, planning and time management skills, with the ability to multitask.
- Team player able to work with colleagues at all levels and in cross-cultural environments.
- Intuitive and pro-active with the ability to identify potential issues, needs, threats, or opportunities and brings these to the attention of Senior Management or relevant personnel.
- Ability to adapt to and work effectively on complex issues in a fast-paced environment.

To Apply

Send the following information by email to jobs@impacttransform.org by April 1, 2026:

- A **cover letter** explaining your interest in the position
- Your **curriculum vitae**, maximum 3 pages
- A link to a portfolio or 3 written samples of work, maximum 2 pages each. Samples can include blog posts, press releases, posters, training tools, or other public facing materials. Please do not include academic writing.
- Financial proposal, including hourly or per-word rates.

In the subject of the email please state: the position you are applying for and your name.



We thank all candidates but only those selected for an interview will be contacted. Due to the volume of applications received, we ask that you do not follow up on your application.

