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# Volunteer Program Assistant

**Job details:**

Volunteer, up to 10 hours per month

**Experience:**

0-5 years of experience in journalism (students welcome)

**Summary:**

The Canadian Association of Black Journalists is seeking a volunteer program assistant to support the executive leadership team in the planning and delivery of programming and events for **CABJ Connects**, a program aimed at increasing the number of Black journalists across the Canadian media landscape.

**Job Description:**

Answering directly to the executive team, the volunteer program assistant will help with the development and delivery of programming and events.

**Work includes:**

- Preparing supportive materials for program participants
- Updating the website with new member bios
- Checking in with members periodically to ensure the program is meeting member needs, reporting back to executive team with updates
- Writing articles for the CABJ blog page, sharing CABJ Connects success stories
- Responding to member queries
- Supporting CABJ Connects events

**Successful candidates must possess:**

- A passion for coaching and personal development
- A desire to see an increase in the number of Black journalists in Canadian media
- Experience in journalism or communications (entry-level experience welcome)
- Exceptional attention to detail
- Strong collaborator with a team-first attitude, self motivation and creativity
- Confident and adaptive communicator

**The following skills are assets, but are not required:**

Event-planning experience

Background in human resources or personnel

management Knowledge of Squarespace, MailChimp

**About the CABJ**

*Founded in 1996, the Canadian Association of Black Journalists' (CABJ) mission is to increase representation through education and inspiration. We believe Black journalists must work together to diversify newsrooms, to increase the number of Black media professionals in management positions in Canada and to educate and inspire a new generation of young Black journalists.*

*As the CABJ works towards extending its reach across Canada, we are focused on:*

- *Advocating for diversity in Canadian media*
- *Increasing CABJ's membership base in regions across Canada* ●
- *Raising up a new generation of Black journalists and content creators* ●
- *Offering hands-on workshops and other diverse professional development opportunities to Black journalists and content creators*

