



Volunteer Administrative Assistant

Job details: Volunteer, up to 20 hours per month

Experience: 1-5 years experience in office support and administration (students welcome)

Summary: The Canadian Association of Black Journalists (CABJ) is seeking an administrative assistant to support the executive leadership team in conducting the work of the CABJ.

Job Description: Answering directly to the executive director, the volunteer administrative assistant will help with the regular operations of the organization. This is a great opportunity for a student or young professional to gain experience in a media-focused non-profit.

Work includes

- Supporting the executive team with the maintenance of multiple inboxes
- Managing donor database and other electronic documentation
- Basic administrative tasks such as data entry, and document management (Google Drive)
- Grant research
- Updating the website as needed

Successful candidates must possess:

- One year minimum administrative support experience and volunteer co-ordination or related experience.
- Excellent organization skills; strong priority-setting abilities and detail-oriented
- Strong critical thinking and problem-solving skills
- Ability to work remotely
- Outstanding written and verbal communication skills with a keen awareness of circumstances requiring sensitivity, discretion, and confidentiality
- Experienced in Microsoft Office suite and Google Drive
- Strong collaborator with a team-first attitude, self motivation and creativity

The following skills are assets, but are not required:

- Knowledge of non-profit leadership and operations
- Some post-secondary education in a related field (Human Resources, business administration and communications)

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*