



media startup
bootcamp

Volunteer Program Assistant

Job details:

Volunteer, up to 20 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 the **CABJ Media Startup Bootcamp**, a program aimed at helping Black digital content creators to gain influence in the media landscape. This three-week training program seeks to grow the ranks of Black content creators by equipping them with the tools and knowledge they need to build and launch their own platforms.

Job Description:

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

Work includes:

- Preparing newsletters and supportive materials for program participants
- Updating the website with course descriptions and instructor bios
- Responding to student queries
- Any additional duties as identified by the executive team

Successful candidates must possess:

- A passion for media innovation
- Experience in journalism or communications (entry-level experience welcome)
- Exceptional attention to detail and the ability to multitask
- Ability to meet deadlines
- Strong collaborator with a team-first attitude, self motivation and creativity

The following skills are assets, but are not required:

Event-planning experience

Background in online education

Knowledge of Squarespace, MailChimp and Podia

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*