

J-SCHOOL NOIRE



Volunteer Program Assistant

Job details:

Volunteer, up to 20 hours per month

Experience:

0-3 years of experience working with youth

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

Summary:

The Canadian Association of Black Journalists is seeking a volunteer to support the Program Director for **J-School Noire (JSN)**, our educational initiative transforming the face of Canadian media for years to come.

J-School Noire comprises a series of one-day training sessions each February, followed by yearlong mentoring that introduces Black youth aged

12 to 18 to the field of journalism. J-School Noire was transformational from the moment the Canadian Association of Black Journalists launched it, in Halifax, during Black History Month 2020.

Job Description:

Answering directly to the JSN Program Director, the volunteer program assistant will help organize sessions in Halifax, Ottawa, Toronto and Edmonton during Black History Month.

Work includes:

- Helping to identify venues in JSN host cities
- Preparing onboarding and promotional materials
- Assisting with the review of JSN curriculum, tailoring the content to meet the needs of each event
- Contacting local school boards to promote J-School Noire
- Supporting the program director with student recruitment and selection, which includes awareness campaigns in schools, community organizations, etc.
- Reviewing and distributing student feedback surveys
- Any additional duties as identified by the program director

Successful candidates must possess:

- A passion for education and youth
- 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

Ability to speak and write in French
Ability to edit video and audio content

About the CABB

Founded in 1996, the Canadian Association of Black Journalists' (CABB) 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 CABB works towards extending its reach across Canada, we are focused on:

- *Advocating for diversity in Canadian media*
- *Increasing CABB'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*