

rabble.ca

businesss@rabble.ca

Job Posting: Toolkit Coordinator

Contract: ½ day per week

Location: Toronto, Ottawa or Vancouver

rabble.ca, Canada's leading site for independent progressive online news and analysis, seeks a part-time Coordinator for the Lynn Williams Activist Toolkit. The ideal candidate is resourceful, works independently but enjoys being part of a dynamic team, has a passion for social change, and has journalism experience.

The Activist Toolkit

The Activist Toolkit is a special section on *rabble.ca* that acts as a resource hub for community and labour organizers. The Activist Toolkit gathers "how to guides", workshop outlines, open-source (Creative Commons/copy-left) media and more in one space to promote social justice. You can find an info graphic on bargaining 101, a toolkit on how men can stop violence, a workshop on precarious employment, a how-to guide on starting a good food box and much more.

The Activist Toolkit works to address a long-standing issue. There is so much great work out there being done independently by progressive and labour organizations – but there isn't a place where community activists can easily access the materials developed by grassroots organizations to promote change.

The Activist Toolkit on *rabble.ca* is a space that is specifically devoted to archiving a people's history, sharing and commenting on the plethora of existing activist organizing tools, success stories, and making free re-mixable media available. This includes a means to share and learn about the overwhelming number of emerging on-line tools for social change.

The Activist Toolkit is a democratic space to promote social justice.

Toolkit Coordinator responsibilities

- Populate new tools (average of 5 per week)
- respond to toolkit correspondence and review/edit tools
- prepare or oversee weekly toolkit blog and/or podcast, tied to current news and activism
- attend weekly staff check ins, monthly staff meeting, monthly editorial meeting
- participate in story meetings, staff and editorial list emails
- other responsibilities as required

A qualified candidate should have:

- Journalism degree and/or working experience in the field
- Demonstrated experience in online media and knowledge of the labour movement
- Creative problem-solving and decision-making skills for a virtual office
- Strong oral and written communication skills
- The ability to create excellent connections with organizations who support social justice mandates
- Familiarity with Internet technology
- Demonstrated capacity to work independently
- Must have computer and high-speed Internet access

Assets:

- Experience working in a virtual workplace
- Experience working with volunteers an asset
- Familiarity with Drupal, Basecamp, DropBox, and Photoshop or similar software tools are assets.

Terms: 5 hours per week @ \$20/hour

Deadline for applications: January 27, 2015

Please send a cover letter and CV attention to the Hiring Committee with "Activist Toolkit" in the subject line: jobs@rabble.ca

Please note: In the spirit of the virtual office, only electronic applications will be accepted. Only applicants selected for interview will be contacted. Thank you to all those who apply.

rabble.ca is committed to achieving a representative workforce. Qualified diversity group members are encouraged to self identify on their applications.