



192 Spadina Avenue, Suite 335, Toronto, ON M5T 2C2 business@rabble.ca 1-888-656-0999

Job posting: Assistant Editor

rabble.ca is currently seeking an Administrative Assistant to provide comprehensive support to our Executive Director/Publisher in the areas of financial and administrative management, fundraising and sponsorship opportunities, as well as membership support.

The ideal candidate will be self-motivated and able to work independently while thriving in a collaborative, fast-paced environment. A keen attention to detail, a passion for organizational systems, and a strong enthusiasm for working with spreadsheets are essential. Additionally, the candidate should be eager to learn and adapt to new software tools.

This role primarily focuses on administrative and financial management tasks. The Administrative Assistant will report directly to the Executive Director/Publisher.

Work will primarily be done remotely.

Required skills and experience:

- Strong organizational skills and be self motivated with little or no supervision;
- Strong writing skills;
- Demonstrated ability to meet deadlines and a collaborative approach to teamwork;
- Competence in Excel, Word, Google Suite, and Dropbox;
- Knowledge of Xero is an asset;
- Experience with using a CRM;
- Enjoys a mix of independent work and team work.

Terms: Part time (5-10 hours/ week).

- Hourly rate based on \$26/hour.

Location: Toronto

To Apply:

Please send a cover letter indicating why you are interested in the Administrative Assistant role with *rabble.ca*, together with your resume, and references to: jobs@rabble.ca noting "Administrative Assistant" in the subject line.

Deadline for applications: February 7, 2025 at midnight.
Start Date: Feb 17, 2025

In the spirit of the virtual office, only electronic applications will be accepted.

Please note: we thank all who apply, but only those candidates selected for an interview will be contacted. No calls please. Interviews for this position will take place on a rolling basis, so don't delay sending in your application.

rabble.ca is committed to equity in its policies and practices, supports diversity in its journalistic and work environments, and ensures that applications for members of underrepresented groups are seriously considered under employment equity. All qualified individuals who would contribute to the further diversification of the *rabble.ca* community are encouraged to apply. *rabble.ca* is committed to the principles of social advocacy journalism outlined in our editorial policy.

rabble.ca's administrative office is located on the unceded traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples.