

**JOB POSTING: Conference Assistant for “Building an Anti-Racism Strategy for Canadian Broadcasting”  
575 hours at \$20/hr, plus travel expenses**

The Community Media Advocacy Centre ([www.CMACentre.ca](http://www.CMACentre.ca)) is a non-profit organization that is uniquely comprised of academics, lawyers, policy consultants and experienced community media practitioners. CMAC supports the self-determination of people who are racialized, Indigenous, or living with disAbilities in the media through research, relationship-building, advocacy, and learning.

*Position Summary*

CMAC is hiring a Conference Assistant tasked with helping to prepare a regional and national event series happening in 2022 called: "Building an Anti-Racism Strategy for Canadian Broadcasting: Conversation & Convergence." These important and timely events are supported by Heritage Canada and will address access, representation, and employment-related barriers facing racialized communities and Indigenous Peoples in Canadian broadcasting. Activities will include five regional engagement sessions held across Canada (Montreal, Halifax, Vancouver, Calgary and Winnipeg) that will culminate in a two-day national conference held in Ottawa and the development of an anti-racism strategy for Canadian broadcasting. The events are proposed to run from April-May-June 2022 and September-October-November 2022. The Conference Assistant will work under the supervision of the Project Steering Committee.

*Responsibilities*

- Before each event, prepare the activities by booking the venue, including AV equipment and hospitality services, circulating the CFP and confirming presenters, recruiting participants, and confirming sponsors, promotions, media coverage, and archiving;
- During each event, attend the activities and support the facilitation of the event to achieve project goals;
- After each event, prepare the event archives and summary reports in French and English for dissemination publicly and to event participants.

*Minimum Qualifications*

- BA earned or MA in-progress or earned in media, communication, or policy studies or a related field;
- Background in community organizing and/or evidence of event planning and coordination;
- Demonstrated understanding of racism in the media, cultural diversity in broadcasting, and anti-racism work;
- Ability travel and work remotely.

*Preferred Qualifications*

- Evidence of contacts and networks among racialized and Indigenous broadcasters, racialized and Indigenous community members and organizations, scholars, researchers, networks, producers and policy experts;
- Knowledge of protocols in facilitating events and ethically collecting project data;
- Skills in translating from English to French, recording and disseminating event archives;
- Technical skills in website updates and using AV equipment.

Prospective candidates should apply by sending a letter of interest, an updated CV, and the names, emails, and phone numbers of three references by email to: [cmac@riseup.net](mailto:cmac@riseup.net). Candidates must refer to position “Conference Assistant” in the subject line of the email. Racialized and equity seeking candidates will be prioritized for this role and are encouraged to self-identify. **Review of applications will begin on Nov. 15 and continue until the position is filled.**