



CBC AbiliCrew Placements for Excellence Program

CAPE Program - Program Assistant, CBC NETWORK TALK AND AUDIO (TOR06969), Toronto

CBC is proud to be bringing back the CBC AbiliCrew Placements for Excellence (CAPE) program in the fall of 2019. The abiliCrew is an organized group of CBC employees with physical or mental disabilities and their allies. The goal of CAPE is to help launch meaningful careers for those facing barriers to employment by offering networking and development opportunities as well as on-the-job training.

The successful candidates will be immersed in selected departments within CBC's Broadcast Centre which include CBC Local Services, Radio & Audio - Network Talk, Communications, News & Current Affairs, Media Presentation, Digital Products, CBC Music, CBC Sports, and Unscripted Content.

The program will run from mid-September to December 2019.

Your role

As the successful candidate, you will be working in an administrative support role for CBC Radio and Audio.

This places you in an exciting, creative work environment. You will be supporting the teams behind CBC's award winning programming and podcasts: Someone Knows Something, The Current, As it Happens, q, Quirks and Quarks, to name a few.

This could include: election logging during this fall's election campaign, transcription, and helping with administrative tasks for the CBC Radio and Podcast teams. It may also include tasks that directly support Radio and Audio employees (employee engagement initiatives, renewing security passes and accounts, ordering supplies, assisting with the internship program, etc.)

You will do other administrative work in the department as assigned.

Your Profile:



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You have a keen interest in learning about working in a media environment. This is an entry-level position that will expose you to journalism and other sorts of audio and digital programming.

You are detail-oriented and have strong organizational and computer skills. You show initiative and are able to work independently.

You are a hard-working self-starter and a team player. You are able to incorporate constructive feedback into your work.

As Canada's national public broadcaster, diversity shapes the content we deliver every day. CBC/Radio-Canada is committed to reflecting Canada's diversity in its workforce, as well as across all of its platforms.

We are looking for a candidate with the following:

Objective Criteria:

- Job requires a completion of a post- secondary degree or equivalent.
- Proficiency in G-Suite and MS Office applications.
- Excellent computer skills.
- Proven experience with digital production tools and typography.
- Well-developed administrative and organizational abilities.
- Embracing of technological and media change.
- Able to master new platforms quickly.
- Working experience with CBC platforms is an asset.

Subjective Criteria:

- Good judgment and critical-thinking skills.
- Ability to work effectively under tight deadlines, without sacrificing quality.
- Ability to take constructive feedback and incorporate it into the work.
- Well-developed interpersonal and communication skills.
- Flexibility to adapt to changing work patterns and methods.
- Independent and self-motivated, combined with the ability to work well in a team environment.
- Strong organizational skills and ability to handle multiple priorities. and respond to competing demands in a deadline-driven environment.



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- Interest in Radio and Audio programming would be considered an asset.
- You must self-identify as a person with a disability* to be eligible for this role.

Please include a cover letter explaining why you feel qualified for this position and outline what - if any - accommodation you would require.

Candidates may be subject to skills and knowledge testing.

If this sounds interesting, please apply by submitting your resume and cover letter indicating the title of the position that you are applying for to the following email address: cbcplacements@careeredge.ca.

We thank all applicants for their interest, but only candidates selected for an interview will be contacted.

We would ask that if you have accommodation needs at this stage of the application process, to please inform us as soon as possible by sending an email to cbcplacements@careeredge.ca. Please ensure to indicate the position title in the email.

Wherever in the wording of the job description either gender is used, it shall be understood to include all genders.

**The Employment Equity Act identifies and defines persons with disabilities as: a person with a long-term or recurring physical, mental, sensory, psychiatric or learning impairment who consider themselves to be disadvantaged in employment by reason of that impairment or who believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment, as well as individuals with functional limitations due to their impairment that have been accommodated in their current job or workplace.*