



Position: Editorial assistant

Location: Vancouver, B.C.

Duration: Full-time, beginning in January 2019

Salary: \$45,000

Wait, what? A job in journalism? Why yes, this is that. The Tyee is hiring an editorial assistant in our Vancouver newsroom, a full-time role ideally beginning in January 2019.

In this role you'll support senior editorial staff in many aspects of story production, such as fact checking, proofreading, layout, and social media. It also includes some administrative tasks. You'll need to be creative, and you'll learn a lot.

You'll report to editor in chief Robyn Smith and initiatives editor David Beers. This is a good role for someone who is interested in learning about the editing process and is considering a long-term career in editing. It is not a reporting job.

Duties include:

- Story distribution and strategy (social media and newsletters, managing online community)
- Sorting through editorial pitches
- Responding to reader queries
- Assisting in story layout
- Assorted administrative tasks
- Assorted copywriting tasks

Requirements (the right candidate ticks these boxes):

- Love of The Tyee and independent media
- Strong writing and verbal skills, with a keen eye for details
- Knowledge of and experience with social media platforms
- Time management skills, including the ability to keep to tight deadlines
- Journalism training or experience preferred

Bonus skills (great to have, but not necessary):

- Basic Photoshop editing skills
- Basic graphic design
- Familiarity with HTML



Position is full time (40 hours/week), Vancouver-based. Compensation is \$45,000/year, with extended benefits after a six-month probationary period. Employees start out with three weeks' paid vacation, plus paid time off during a yearly office shutdown between Christmas and New Years' Day.

Please submit your cover letter and resume explaining why you are interested in this opportunity to <mailto:jobs@thetyee.ca>. Please put Editorial Assistant in the subject line. **The deadline for applications is midnight Pacific Time on Monday, December 10.**

We recognize the importance of a diverse workforce and encourage applications from Aboriginal people, members of a visible minority and people with a disability.

If you're creative, hard-working and love independent media, we'd love to meet you.