



H3 Network Media Alliance

Broadcasting in Sign Language™

120 Eglinton Ave, East, Suite 500, Toronto, ON M4P 1E2, Canada
www.H3world.tv

Job Opening: Senior Writer & Associate Producer

Employer: H3 Network Media Alliance

Job Location: Remote

Job Type: Full time, Permanent

Industry: Media Production

Salary: \$45,000-\$55,000 (based on experience)

Start Date: 2025 (flexible)

Job Description:

The Senior Writer & Associate Producer oversees writing support for Employer's TV shows to help meet its ongoing production needs. This person will be part of an operations team meeting weekly to ensure smooth operation of the various shows. As the role is remote, the vast majority of duties will be performed online.

Job Duties:

- Write scripts, draft questions and perform research for news and other programs.
- Coordinate administrative and financial support for all shows.
- Coordinate social media promotions for all shows and Employer.
- Transcribe signed video contents.

Key Requirements:

- Knowledge and use of computer programs for administrative work.
- Versatile writing and editing skills.
- Experienced with office administration duties.
- Proficient in Social media and developing promotional strategies.
- Knowledge of budgeting and Quickbooks is helpful.
- Working knowledge of IT and website management.
- Video editing skills is a plus.

NOTE: Payroll would be paid bimonthly and subject to Canada tax withholding. Independent contract will be arranged if chosen applicant is non-Canadian.

To apply or ask questions, send email and any attachments to opportunities@h3world.tv