Job Searching For Virtual Work

Remote or virtual work is becoming more and more popular as new technology becomes available, and our economy shifts to more flexible and global work arrangements.

Are you wondering where to get started to find work opportunities that you can access from home? This tip sheet will provide some tips and sources to guide your search.

SEARCHING FOR VIRTUAL WORK

There are job posting sites dedicated to virtual work opportunities.

- flexjobs.com
- remote.co
- weworkremotely.com

You can also use the more common job sites. Search using the option to filter by “remote” as a keyword.

- Indeed: Leave the subject empty and type in “remote” for location.
- LinkedIn: In your account, enter “remote” and search for jobs.
- Some other sites that you can filter by remote work: Charityvillage, HigherEdjobs

Pay attention to who is eligible to apply without needing work permits. Remote or work-from-home opportunities are also possible in many types of jobs, depending on the organization.

EMPLOYEE vs. INDEPENDENT CONTRACTOR

When searching for virtual work, be aware of the differences between roles as independent contractors and regular employees. These legal terms define the employer’s responsibilities, and this has tax implications.

**Employee**

- Could be full-time, part-time, contract
- The organization deducts taxes (income tax, EI, CPP) and controls the work schedule
- Entitled to rights under the Employment Standards Act. For example, vacation, EI, overtime, minimum wage, etc.

**Independent Contractor**

- Includes freelance and gig work
- Usually responsible for all the equipment/tools needed
- You are responsible for reporting your own income and paying taxes
For more information, please refer to the Employment Standards Act.

If you have financial questions, book an appointment with Mac Money Centre on OSCARplus.

FREELANCE WORK

Freelance work can be found in a variety of fields. It can be a good way to get a start on your career or to earn a little extra cash on the side.

• A lot of in-demand jobs are specialized and require specific skills: ex. web design, mobile app design, programming, marketing, consulting.
• Also, less specialized jobs: ex. transcription, voiceover, subtitling and administrative support
• Most general freelance websites function as a marketplace. You upload a profile, companies can contact you and you can browse through jobs.

TIPS FOR FREELANCE WORK

• Income can be supplementary; do not expect full-time hours until you become established.
• Search for smaller companies on Better Business Bureaus and forums if you are unsure of legitimacy.
• Determine a payment agreement with the employer before starting work.
• Payment methods might differ depending on the employer. Make sure you’re using the best payment practices for your field. For more information: Make a Living Writing, Double Your Freelancing

General Freelance Sites

• You determine your hourly rate. The more jobs you do, the more likely somebody will hire you.
  • Upwork, Guru, Freelancer

ESL Tutoring

• Pay is based on the number of lessons taught and performance. The average is $20 per hour.
• Due to time differences abroad, the work hours may not always be ideal.
  • QKids Teacher, VIP Kid

Writing/Editing/ Content Writing

• Pay is based on submitted work. Be sure to negotiate a payment schedule/method beforehand.
• Most jobs require writing experience. Have samples ready.
  • FreelanceWritingJobs, WritersLabs, WritingJobsCanada, Scripted

Virtual Assistants

• A range of administrative, web and marketing roles
  • Virtualassistantcanada

Transcriptionist

• Transcription, translation and data annotation
  • Transcribeme