

Summer Student Job – Program Assistants

The Winnipeg Chinese Senior Association (WCSA) is a non-profit organization located in south Winnipeg that offers a variety of activities and events for the diverse community. We are excited to offer two full-time Summer Student Job positions as Program Assistants, funded by 2024 Urban/Hometown Green Team Program of Manitoba. The positions need to join WCSA from June 15, 2024, to September 20, 2024, for 13 consecutive weeks.

Eligibility:

- Candidates must be between 15 and 29 years of age at the beginning of the employment period.
- Must be a resident in Manitoba.
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.
- Youth aged 15 years must have a certificate of completion for the Young Worker Readiness Certificate course.
- Proficiency in English is required; knowledge of Mandarin is considered an asset.

Position Details:

- Salary: \$15.30 per hour for 30 hours per week (plus 4% vacation allowance).
- Benefits: Includes coverage for Employment Insurance premiums and Canada Pension Plan contributions.
- Collect information from events and activities.
- Produce text and video reports for publication on WeChat, Facebook, Instagram, YouTube, X, and other social media platforms.
- Assist with report preparation for project reports and other relevant reports.
- Coordinate programs and events including classes, lectures, workshops, celebrations, field trips, and more, ensuring their effective execution.
- Manage class registrations, scheduling, rules, and field allocations.

Qualifications:

- Excellent communication and interpersonal skills.
- Demonstrated ability to set priorities and manage multiple tasks.

- Thorough understanding of operating and scheduling programs for a not-for-profit organization.
- Experience with not-for-profit organizations, senior communities, newcomers, and/or intergenerational groups is an asset.
- Proven ability to work within a team environment with the board and volunteers, as well as independently.
- Proficiency in MS Office, scheduling, website, social media applications, graphic and poster design, photography, video and film editing.

WCSA Offers:

- A work environment in an inclusive, non-discriminatory work environment that respects the rights of all Canadians.
- Training on safety, privacy, and skills before starting work.

Application:

Submit application with your cover letter, resume and two references to: Songyan Liu at wcsa.wpg@hotmail.com ASAP.