

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 Employment and Social Development Canada. The positions need to join WCSA from June 1, 2024, to August 31, 2024, for 12 consecutive weeks.

Eligibility:

- Candidates must be between 15 and 30 years of age at the beginning of the employment period.
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.
- Proficiency in English is required; knowledge of Mandarin is considered an asset.

Position Details:

- Salary: \$16 per hour for 30 hours per week.
- Benefits: Includes coverage for Employment Insurance premiums and Canada Pension Plan contributions.

Position 1: Media and Communications

- Collect information from events and activities.
- Create and edit photos and videos from events and activities.
- Produce text and video reports for publication on WeChat, Facebook, Instagram, YouTube, X, and other social media platforms.
- Assist with or prepare WCSA's monthly newsletter.
- Assist with report preparation for project reports and other relevant reports.

Position 2: Program Management

- 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.

- Maintain records of participants, clients, volunteers, and services.
- Promote, monitor, and report on progress and terms.

Qualifications:

Common Qualifications for Both Positions:

- 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.

Specific to Position 1:

- Proficiency in MS Office, scheduling, website, social media applications, graphic and poster design, photography, video and film editing.

Specific to Position 2:

- Strong organizational management skills.
- Ability to handle heavy lifting tasks (tables, chairs, tents, ladders, etc.).

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 on or before May 3, 2024.