

JOB POSTING

Ref.: AHUB4/2019
Job Title: Youth Program Officer I
Hours: 40 hours per week (may require to work in evenings and/or on weekends)
Employment: Full-time
Application Deadline: January 10, 2020

Qualifications:

1. Bachelor's degree in Social Science or interdisciplinary fields related.
2. 1-2 years of experience for a non-profit youth organization preferred.
3. Well-developed analytical and research skills and the ability to absorb information quickly;
4. Show creativity, tact and good judgment.
5. Self-starter with ability to work both independently and in a team, and to multi-task;
6. Excellent oral and written communication skills in English;
7. Ability to speak Cantonese or Mandarin or Vietnamese is preferred;
8. Excellent interpersonal and communication skill;
9. Keen interest in working with youth and people of different ethnic group;
10. Attention to details and good sense of organization;
11. Marketing and Social Media skills: Adobe InDesign, Facebook, Instagram, Twitter, etc.;
12. Ability and willingness to work some evenings and weekends when needed.

Other Requirements:

All applicants **MUST meet the following eligibility criteria:**

1. Have a valid Social Insurance Number.
2. Successful candidate must provide a valid (dated within the last 120 days) and clear Police Vulnerable Sector Check (PVSC)

The duties include the following but not limited to:

1. Work directly with Program Manager and Officers in programs design, planning and implementation;
2. Program promotion and marketing
3. Coordinate services for volunteers and youth participant activities, such as accommodation and transportation for participants;
4. Prepare programs and promotional materials, and publicize events;
5. Provide administrative support in program logistics and tracking program progress.
6. Perform other job related duties as assigned.

To apply: please email resume and cover letter in a **Single PDF document** to hr@acrossuhub.com by January 10, 2020, 5:00 p.m. (EST)

We thank all the applicants for their interest in this position but regret only those invited for interview will be contacted. NO Telephone Calls Please.