

JOB POSTING

2020 Summer Student – Canada Summer Jobs

Ref.: AHUB1/CSJ 2020
Job Title: Youth Program Assistant
Hours: 30 to 40 hours per week for a period of 8 to 16 weeks from May 11, 2020 to August 28, 2020; (may require to work in evenings and/or on weekends)
Salary: \$14.25 per hour
Employment: Summer Intern
Application Deadline: April 8, 2020

Qualifications:

1. University or college studies in Social Science or interdisciplinary fields related.
2. Well-developed analytical and research skills and the ability to absorb information quickly;
3. Excellent oral and written communication skills in English;
4. Ability to speak Cantonese or Mandarin is preferred;
5. Excellent interpersonal and communication skill;
6. Solid experience or proven keen interest in working with youth and people of different ethnic group;
7. Attention to details and good sense of organization;
8. Marketing and Social Media skills: Adobe InDesign, Facebook, Instagram, Twitter, etc.;
9. Ability to work both independently and in a team, and to multi-task;
10. Ability and willingness to work some evenings and weekends when needed.

Other Requirements:

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

1. Must be between 15 and 30 years of age at the start of the employment;
2. Must be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
3. Have a valid Social Insurance Number.
4. Successful candidate must provide a valid (dated within the last 120 days) Police Vulnerable Sector Check (PVSC)

The duties include the following but not limited to:

1. Work directly with Program Manager and officers;
2. Assist in planning, delivery of summer youth leadership training camp and other multicultural programs for youth;
3. Coordinate services for volunteers and youth participant activities, such as accommodation and transportation for participants;
4. Assist in preparing programs and promotional materials, and publicize events;
5. Provide administrative support.

To apply: please email resume and cover letter in a **Single PDF document** to hr@acrossuhub.com by April 8, 2020, 5:00 p.m. (EST)

This position is subject to funding approval.

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.