

## **JOB POSTING**

2023 Summer Student – Canada Summer Jobs

**Ref.:** AHUB2/CSJ 2023  
**Job Title:** Editorial Assistant  
**Hours:** 35 hours per week  
**Salary:** \$16 per hour  
**Employment:** Summer Intern  
**Application Deadline:** May 31, 2023

### **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 skills;
6. Solid experience or proven keen interest in working with youth and people of different ethnic groups;
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.

### **Essential Requirements:**

These are Canada Summer Jobs position, and therefore the candidate **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. Writing and research an online publication about immigrant communities;
3. Editing, promoting and publishing online publication;
4. Support organization social media communications;
5. Complete administrative duties in a timely manner;
6. Attend meetings and organization activities as required;
7. Ability to work remotely or at office. Recognizes and responds to the need for flexible work scheduling and attendance at work.

**To apply:** please email resume and cover letter in a **Single PDF document** to [hr@acrossuhub.com](mailto:hr@acrossuhub.com) by May 31, 2023, 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.**