

JOB POSTING

2023 Summer Student – Canada Summer Jobs

Ref.: AHUB1/CSJ 2023
Job Title: Youth Program Assistant
Hours: 35 hours per week
Salary: \$16.00 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 an asset;
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. Assist in planning, organizing and delivering high quality safe and stimulating programs in the area of arts, culture and community building;
3. Support audio/visual equipment and social media programs and work;
4. Complete administrative duties in a timely manner;
5. Attend meetings and organization activities as required;
6. 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 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.