

## **JOB POSTING**

2024 Summer Student – Canada Summer Jobs

**Ref.:** AHUB2/CSJ 2024  
**Job Title:** Editorial Assistant  
**Hours:** 35 hours per week for a period of 8 to 12 weeks from June 3 to August 24, 2024  
(May require to work in evenings and/or on weekends)  
**Salary:** \$16.80 per hour  
**Employment:** Summer Intern  
**Application Deadline:** May 15, 2024

### **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)

### **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.

### **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 communication
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 15, 2024, 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.**