

## **JOB POSTING**

2024 Summer Student – Canada Summer Jobs

**Ref.:** AHUB1/CSJ 2024  
**Job Title:** Youth Program 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 an asset;
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. 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](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.**