



# 溫城中華文化中心

**THE WINNIPEG CHINESE CULTURAL AND COMMUNITY CENTRE**

## Administrative Assistant

Winnipeg Chinese Cultural and Community Centre - Winnipeg, MB  
\$11.90 an hour – 35 hours/week, 6 weeks, Temporary  
Approximately Starting Date: June 1st, 2021

This position is being advertised under the Urban/Hometown Green Team Program initiative. To be eligible for this position, you must be between 15 and 29 years of age on the start date of the job. You must be a Canadian citizen, a permanent resident or a refugee under the Immigration and Refugee Protection Act. You must also be legally entitled to work according to relevant provincial legislation and regulations.

### Job Description

Administrative Assistant

The successful candidate will assist in the daily operations of the Winnipeg Chinese Cultural and Community Centre.

Duties include but are not limited to the following:

- Provide administrative assistance to the Office Manager, Executive Board and Directors;
- Assist with the event coordination
- Update the WCCCC website and WeChat account and the new Chinatown information website
- Create content for website, social media, and articles for local publications
- Provide support to cultural centre members in the community

Languages: English, Mandarin (asset) and Cantonese (asset)

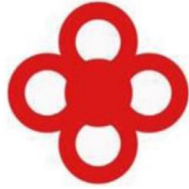
Education: Marketing or Creative Communications students or graduates are desired.

Experience: 1 year

Business Equipment and Computer Applications: MS Outlook; MS Excel; MS PowerPoint; MS Windows; MS Word, Graphic Design software

Candidate Must Possess the Following Traits: Effective interpersonal skills; Flexibility; Accurate; Dependability; Reliability; Organized; Effective interpersonal skills; Team player; Excellent oral communication; Excellent written communication.

**2<sup>nd</sup> Floor, 180 King Street, Winnipeg, Manitoba R3B3G8**  
**Tel: 204-943-2627 Fax: 204-944-8303**  
**Website: <http://www.wcccca>**



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**Additional Skills:** Provide basic information to clients and the public; Maintain work records, Perform clerical duties, such as filing and sorting and distributing mail; Greet people and direct them to contacts or service areas; Answer telephone and relay telephone calls and messages

**Work Setting:** Associations and non profit organizations

**Security and Safety:** Child abuse registry check; Criminal record check

**Work Conditions and Physical Capabilities:** Fast-paced environment; Attention to detail; Repetitive tasks; Handling heavy loads; Combination of sitting, standing, walking

**Work Location Information:** Urban area or work from home (based on provincial restrictions)

**Hours:** This position is full-time (35 hours a week). Some evening and weekends are required.

If you are interested in this opportunity, please forward your resume and cover letter to [office@wcccca](mailto:office@wcccca) with the subject line “Administrative Assistant Summer Job”

Winnipeg Chinese Cultural and Community Centre would like to thank all applicants, however only those who qualify for an interview will be contacted.

Winnipeg Chinese Cultural and Community Centre is an equal opportunity employer.