

# 溫城中華文化中心

**THE WINNIPEG CHINESE CULTURAL AND COMMUNITY CENTRE**

## Archives Clerk

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

Archives Clerk

The successful candidate will work with archiving committee chairs and office manager to archive and organize the WCCCC filing system. The archivers clerk will organize and classify the historical files for Winnipeg Chinese Cultural and Community Centre.

Duties include but are not limited to the following:

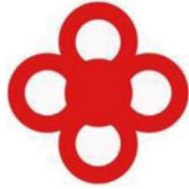
- Responsible for organizing WCCCC paperwork accounting to an efficient filing system and digitalizing all essential and historical documents
- Sorts through filing tree daily according to content, dates and significance.
- Creates and labels new files in both hard and digital file

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

Education: Current university or college students and recent graduates with experience in archiving are encouraged to apply.

Experience: 1 year

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



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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

Additional Skills: Provide basic information to clients and the public; Maintain work records, Perform clerical duties, 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: Up to 35 hours per week

If you are interested in this opportunity, please forward your resume and cover letter to [office@wccccc.ca](mailto:office@wccccc.ca) with the subject line “Archives Clerk 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.