



溫城中華文化中心

THE WINNIPEG CHINESE CULTURAL AND COMMUNITY CENTRE

Program Planner, Special Events

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

Program Planner, Special Events

The successful candidate will work with committee chairs and office manager to develop new programs and events, including virtual celebrations and diverse classes. The coordinator will also set up and coordinate the upcoming programs and events at the Winnipeg Chinese Cultural and Community Centre.

Duties include but are not limited to the following:

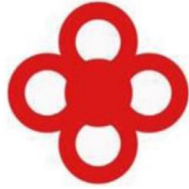
- Provide administrative support to current programs
- Seek out new virtual program opportunities
- Create new program files for activities in the summer, fall, winter and spring
- Create promotional materials and program content for website, social media and articles for local publications
- Recruit program participants, presenters and volunteers
- Set up and tear-down after each activity
- Record keeping and writing reports

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

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

Experience: 1 year

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



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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

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 with the subject line "Program Planner, Special Events 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.