

Logistics Coordinator (Festivals and Events)

Winnipeg Chinatown Development Corporation · Winnipeg, MB

\$11.65/hour – 280 Working Hours by the end of term

Term Position/Part/Full-time/Flex/Temporary (August 2020 to February 2021)

This position is being advertised under the Canada Summer Jobs (CSJ) initiative. To be eligible for this position, you must be between 15 and 30 years of age on the start date of the job. You also 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

The successful candidate will work with the Winnipeg Chinatown Development Corporation and its sister organization the Winnipeg Chinese Cultural and Community Centre to help organize festivals and events pertaining to Winnipeg's Chinatown. With the growing changes with new health protocols, new types of smaller and physically-distanced options are required for the community. The position will be supervised by the WCCCC Programming Chair.

Key duties include:

- Planning a series of "by registration" mini cultural in-person and online events to be called the "Chinatown Cultural Festival Series" to take place each week, beginning late August at WCCCC (in lieu of annual Chinatown Street Festival);
- Coordinating events and working with WCCCC Events, Programming, Community Development and Communications chairs;
- Familiarizing oneself with and adhering to public health and WCCCC guidelines and protocols;
- Working with other festival coordinators (marketing, sponsorship and human resources) to execute the series of events at WCCCC.

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

Education: Completed high school; Enrolled at or recently graduated at post-secondary institution with experience in programming or event planning

Experience: Advanced knowledge of Microsoft Windows Office software

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, such as filing and sorting; Research; People skills; Provide comprehensive and tangible work files at the end of work term

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

If you are interested in this opportunity, please forward your resume and cover letter to tina.chen@umanitoba.ca with the subject line "Logistics - Chinatown Festivals & Events" by August 25, 2020.

Winnipeg Chinatown Development Corporation would like to thank all applicants, however only those who qualify for an interview will be contacted. Winnipeg Chinatown Development Corporation is an equal opportunity employer.