

ASSISTANT PROJECT COORDINATOR (SUMMER STUDENT)

Position: Assistant Project Coordinator (Summer Student)

Hourly Rate: \$15.00/hour (30 hours/week)

Contract Period: June 11, 2018 – August 6, 2018 (8 weeks)

Position Summary:

We are looking for a passionate and skilled individual in the field of project management and community outreach. The incumbent will provide assistance to the Community Outreach & Communications Coordinator in the coordination of the various events planned and hosted by the Asian Heritage Foundation, as well as assisting with the planning and development of its partner and community organizations. As well, you will be assisting in the planning of 2018-2019 Asian Heritage Month and yearly events. This position requires occasional flexibility to work weekends and evenings.

This position is funded by the Government of Canada under the Canada Summer Jobs Program.

Job Description:

- Assist in the coordination of various public events and workshop development (Asian Heritage Month, Multiculturalism Day, Canada Day, etc.)
- Act as a liaison at public events to answer questions and foster interaction
- Seek out and develop event opportunities with AHF, or with its partner organizations, to plan for 2018-2019
- Liaise with communities to plan and execute their participation in events
- Attendance at all Asian Heritage Month planning meetings

Qualifications:

- Diploma/Bachelor of Arts Degree
- Leadership Skills: proficient in managing project timelines and meeting deadlines with minimal supervision
- Flexibility: flexible and adaptable to changing situations and work progresses
- Interpersonal Skills: strong work ethic, cheerfulness and professional competence, cultural competence and tact
- Community Engagement: experience working within various communities and cultures
- Demonstrated ability to self-manage projects, schedules and deadlines
- Knowledge of pan Asian Community groups and associations in Calgary
- Knowledge of youth associations, seniors groups, and arts groups is an asset