

Position: Assistant Coordinator, Projects & Events (Summer Student)

Hourly Rate: \$15.00/hour

Contract Period: June 1, 2019 – July 28, 2019

**Position Summary:**

We are looking for a passionate and skilled individual in the field of community engagement, community outreach and project management. The incumbent will provide assistance to the Board Chairs and Projects Coordinator in the identification, research and development of capacity building support programs for communities as well as in coordination of events management activities, particularly for the Asian Heritage Month 2019. You will also assist in developing and updating our community outreach database with Board and staff supervision. You will also have an opportunity to assist in the planning of 2019 Asian Heritage Month. 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:**

- Conduct research and compile information and data on capacity building support programs available in Calgary.
- Assist in writing report on the findings and recommendations for capacity building programs for communities based on expressed needs.
- Collect information for creating a database of community and organizational contacts, particularly of arts and cultural associations and groups, to facilitate outreach activities.
- Assist in the planning and coordination of various events and workshops, particularly Asian Heritage Month 2019, Multiculturalism Day, Canada Day, etc.
- 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: adaptable to changing situations and work processes and progress
- Interpersonal Skills: strong work ethics and professional decorum, professional competence, cultural competence and tactful at dealing with stressful situations
- Research Skills: experience of conducting online and material research to collect information on selected topics
- Community Engagement: experience of working with various communities and cultures
- Knowledge of Pan-Asian Community groups and associations in Calgary
- Knowledge of youth associations, seniors' groups, and arts groups will be an asset