



University of Toronto Mississauga
Students' Union
LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

3359 Mississauga Road Mississauga, Ontario L5L 1C6 | Tel: (905) 828-5249 | Fax: (905) 569-4714

EMPLOYMENT OPPORTUNITY

Position: WeChat Coordinator 2018
Type: 8-12 Hours/Week
Location: Mississauga
Duration: Monday, June 3rd, 2019 – Tuesday, April 30th, 2020.

Date Posted: May 21st, 2019
Expiry Date: June 7th, 2019 – 11:59 pm.

UTM Students' Union:

The UTM Students' Union, Local 109 of the Canadian Federation of Students represents and advocates for all undergraduate students at the University of Toronto Mississauga. UTM Students Union also manages the student center and administers many cost-saving services. The UTM Students' Union is membership driven and cannot survive without vital student input and involvement. Students set the agenda through their elected representatives on the UTMSU Board of Directors. (www.utmsu.ca).

Job Description:

WeChat Coordinator will be working with VP External to provide services and organize events to the Chinese community, as well as build the connection between Chinese to local community.

Responsibilities:

- Must complete minimum of **eight (8) office hours a week**.
- Attend mandatory weekly meetings with the VP External, their associates.
- Promotion, coordination and implementation of UTMSU WeChat account.
- Assist in the implementation and administration of the Chinese events. (ex. Chinese New Year. Chinese Orientation).
- Outreach for campaigns and services undertaken by UTMSU.
- Advocate for campus wide cultural inclusivity through scheduling and supervising booths and volunteers.
- Ensure 1-2 WeChat articles posted minimum per month.
- Schedule meetings with WeChat team and coordinate volunteers.
- Assist VP External with WeChat committee related projects.

Is responsible for reporting all accomplishments and hours of work to the VP External, the Executive Director and the VP Equity on a bi-weekly basis, with all projects and work assigned.

Qualities/Skills Required:

- Highly organized.
- High degree of writing skills in Mandarin.
- Self-motivated and Dedicated.
- Effective communicator.
- Punctual.
- Adhere to confidentiality.
- Ability to work with and lead a team.
- Extremely personable.

- Experienced of organizing or supporting events for Chinese community.

Compensation

Remuneration is \$14/hour.

Contact / Application Information:

For more information on the position of WeChat Coordinator, please contact UTMSU at vpinternal@utmsu.ca and jobs@utmsu.ca

How to Apply:

Please send your cover letter & resume by June 7th at 11:59 pm to the attention of Sara Malhotra: jobs@utmsu.ca and vpexternal@utmsu.ca

Interview:

Only selected candidates will be invited for an interview.

Hours and compensation:

- Contract start date June 3rd, 2019.
- Contract end date: April 30th, 2020 – possible extension pending performance review.

- Your Students' Union

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Local 109 - Canadian Federation of Students

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