



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

EMPLOYMENT OPPORTUNITY

Position: WeChat Coordinator
Type: 8-12 Hours/Week
Location: UTM (Mississauga)
Duration: Monday, June 29th, 2020 – Friday, April 30th, 2021.

Date Posted: May 26th, 2020
Expiry Date: June 8th, 2020 – 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 the UTMSU Executive Team, and VP External in specific to provide services and organize events to the Chinese community, as well as build the connection between the Chinese and local communities. The coordinator will report directly to the VP External, VP Internal and the Executive Director.

Duties & Responsibilities:

- Must complete a minimum of **eight (8) office hours a week.**
- Take minutes at certain meetings as designated.
- Outreach for campaigns and services undertaken by UTMSU.
- 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. (e.g. 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.
- **Suggest challenges and opportunities for the student union to work on! Your opinion matters!**
- Other duties as assigned

What you bring to the table:

- Ability to work within a team and independently
- Highly organized and able to multitask
- Detail oriented and solution focused
- Punctual and enthusiastic.
- Self-motivated and Dedicated: able to complete tasks without being supervised
- Effective communicator: possess inter- and intra-personal skills
- Trustworthy: has a sense of confidentiality pertaining to sensitive issues.
- Accountable: able to report weekly on assigned tasks.
- Reliable and Respectful.



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- Extremely personable.
- A creative vision
- Experienced of organizing or supporting events for Chinese community.
- Familiarity with WeChat and other communication platforms.

Compensation

Remuneration is \$14/hour.

Contact / Application Information:

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

How to Apply:

- Please send your cover letter & resume by **June 8th, 2020 at 11:59pm** to the attention of Fahad Dayala: jobs@utmsu.ca.
- Please use the subject “**Application: WeChat Coordinator**”
- Resume & Cover Letter each **must not be** more than 2 pages in length.

Interview:

Only selected candidates will be invited for an interview.

- Your Students' Union

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Local 109 - Canadian Federation of Students

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<http://www.facebook.com/myUTMSU> or follow us on Instagram and Twitter @myUTMSU