



EMPLOYMENT OPPORTUNITY

Position: WeChat Coordinator
Type: 10-12 Hours/Week
Location: Mississauga
Duration: Friday, June 10, 2022 - Sunday, April 30, 2023

Date Posted: May 9th, 2022
Expiry Date: May 23rd, 2022 at 11:59PM

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 Internal to provide services and organize events to the Chinese community, as well as build the connection between Chinese and local communities.

Responsibilities:

- Must complete a minimum of **five (5) office hours a week**.
- Attend mandatory weekly meetings with the VP Internal and 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).
- Advocate for campus wide cultural inclusivity through scheduling and supervising booths and volunteers.
- Ensure 1-2 Wechat articles posted minimum per month.
- Assist VP Internal with Wechat committee related projects.
- Is responsible for reporting all accomplishments and hours of work to the VP Internal, 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.
- Experience organizing or supporting events for the Chinese community.

Compensation

Remuneration is \$15.00/hour.

Contact / Application Information:

For more information on the position of Wechat Coordinator, please contact UTMSU at vpinternal@utmsu.ca and jobs@utmsu.ca . Please use the subject “**Application: UTMSU WeChat Coordinator**”

How to Apply:

Please send your cover letter & resume by May 23rd, 2022 at 11:59PM to the attention of Wenhan(Berry) Lou: jobs@utmsu.ca and vpinternal@utmsu.ca

Interview:

Only selected candidates will be invited for an interview.

Hours and compensation:

- Contract start date: June 10, 2022
- Contract end date: April 30, 2023 – possible extension pending performance review.

- Your Students' Union

University of Toronto Mississauga Students' Union

Local 109 - Canadian Federation of Students

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