



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

1815 Inner Circle Rd., Student Centre Room 100  
Mississauga, ON, L5L 1C6  
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## EMPLOYMENT OPPORTUNITY

**Position:** WeChat Coordinator

**Type:** 10~12 Hours/Week

**Location:** Mississauga

**Duration:** August 25th 2023 ~ April 30, 2024.

**Date Posted:** August 9th, 2023

**Expiry Date:** August 20th, 2023 - 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](http://www.utmsu.ca)).

### Job Description:

Wechat Coordinator will be working with VP Internal and assisting VP Internal associates 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 **six (6) office hours a week**.
- Attend mandatory weekly meetings with the VP Internal and their associates.
- Promotion, coordination and implementation of UTMSU Official Wechat account.
- In charge of 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.
- Work with the VP Internal on leading the Wechat Committee related projects, such as the Chinese New Year Event and Student Welcoming Orientation
- 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 public speaking skills
- 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, with experience organizing or supporting events for the Chinese community.
- Extremely personable.

**Compensation**

Remuneration is \$16.00/hour.

**Contact / Application Information:**

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

**How to Apply:**

Please send your cover letter & resume by August 20th, 2023 - 11:59PM to the attention of Yongxin (John) Liang: [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and [vpinternal@utmsu.ca](mailto:vpinternal@utmsu.ca)

**Interview:**

Only selected candidates will be invited for an interview.

- Your Students' Union

University of Toronto Mississauga Students' Union

Local 109 - Canadian Federation of Students

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