



2022 Summer Job Opportunity

Toronto Chinatown Business Improvement Area

Job Posting: Social Project Assistant (Summer Internship)

Application Deadline: April 22, 2022

Overview:

Toronto Chinatown BIA is looking for **TWO** Social Project Assistants to join our team for various community projects this summer. Chinatown BIA is a non-profit community-based organization to help promote and improve the local businesses and neighbourhood and draw visitors and locals to eat, shop and explore this heritage area.

Canada Summer Jobs Eligibility:

- This job placement is funded by Canada Summer Jobs Program, applicants must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred; and be between 15 and 30 years of age at the beginning of the employment period.

Employment Terms:

- Contracts from May 9th to August 26th, 2022, 16 weeks long.
- 35 hours per week (weekend hours and overtime are required).
- Must be comfortable working on-site in Chinatown, Downtown Toronto, Ontario.
- Hourly rate: \$15 - 16 per hour.

Qualifications:

- Fluent spoken and written English and Mandarin or Cantonese are an asset.
- Proficient in Microsoft Word, Excel, PowerPoint, and Google Workspace.
- Positive and can-do attitude; creative thinking.
- Preferred education in business, economic development, sociology, or a related area of focus.
- Relative experience of project planning & execution is an asset.

Major Responsibilities and Associated Duties:

- Plan and execute outreach and communications to build awareness among businesses, property owners and the local community.
- Communicate, liaise and work with Board members, community members, volunteers and internal staff.
- Plan and execute assigned community projects.
- Assist in producing and presenting project reports.
- Recruit and supervise contractors or volunteers as needed.
- Other tasks as assigned by supervisor.



COVID-19 Precautions:

All staff is fully vaccinated, plexiglass shields are installed in the office. Staff and volunteers are encouraged to wear masks indoors.

Please email your **resume and cover letter** to administrator@chinatownbia.com with the email subject "**Social Project Assistant**".

We thank all candidates for their interests. However, only those selected for interviews will be contacted.