

The Federation of Chinese Canadians in Markham is looking for an eager and energetic individual to fill the position for special events assistant and writer. This job is ideal for post-secondary students who are pursuing a career in event/project management or a career that involves writing or those who wish to contribute to the local community. The individual will also develop many soft skills, such as teamwork and collaboration, communication and leadership skills and be able to build professional network connections in the community.

This is a permanent position and we are looking for individuals who will be willing to have at least a 6 month commitment with us, preferably longer.

### **Job Description**

- Part-time position, it can be around 8-15 hours (amount of hours and shifts are negotiable)
- Individual needs to be organized and be able to work in a demanding fast paced environment
- Check and answer emails for FCCM and Taste of Asia, Canada's Largest Asian festival at every shift.
- Post on social media pages such as Facebook, Twitter and Instagram promotional content for the FCCM Centre and its related events at least once a week and even more frequently during event season.
- Posting, creating and writing content on Taste of Asia's and FCCM's websites such as sliders, application forms and current news.
- If the individual has some graphics skills, they may also assist in creating promotional event posters.
- Writing news articles regarding FCCM's events, grant applications and post event reports.
- Assist in setting up events and making sure things go smoothly and according to the rundown. This includes setting up equipment, taking pictures for news articles and social media or some backstage management.
- Participate in Taste of Asia staff meetings. This is flexible according to your schedule.

### **Job Requirements**

- No experience is necessary but the individual must be able to work efficiently to meet deadlines and willing to learn new skills
- Must be fluent in English (Communicating, Writing and Reading), Communication in Cantonese and/or Mandarin is an asset
- Basic knowledge in using Wordpress websites and Adobe Photoshop/Illustrator is an asset but not necessary. However, you must be willing to learn how to use Wordpress.

- Communication and supervision is mostly through email, so the individual must be able to work effectively with very little on-site supervision.
- Access to a car is an asset but not required
- The individual should live in Markham or close to Markham.

Please apply through indeed.com or email [info@fccm.ca](mailto:info@fccm.ca) and submit a resume and cover letter.

Job Type: Part-time