



# JOIN US

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# HIRING

我們現正招募以下職位：

**ADMINISTRATIVE ASSISTANT**  
**Canada Summer Jobs**  
**(8 weeks, 35 hours/week)**

The Calgary Chinese Elderly Citizens' Association is a charitable organization in Chinatown established in 1985 that provides a supportive environment aimed to enhance the well-being of Chinese older adults and their integration into the Canadian society.

**Responsibilities:**

- Perform reception duties such as greeting customers, answering enquiries (by phone and email), course and event registration, and fee collection.
- Perform other administrative duties, such as:
  - Preparing notices and desk manuals, filing, data entry, and client surveys
  - Updating the Centre's notice board and TV news announcements
  - Maintaining inventory of office supplies and updating the inventory list
- Assist in supporting the Organization's activities/events.
- Perform other duties as assigned by the supervisor.
- The job holder must be a team player and maintain regular communication with supervisors and co-workers regarding issues and suggestions to ensure better service to members and smooth operation of the Association.
- Required to work on weekends when needed.

**Qualifications:**

- Youth or Current student of post-secondary education
- Current studies in Human Service, Social Work or related discipline
- Excellent interpersonal and communication skill
- Caring and empathetic in a professional, mature manner
- Multi-tasking with tight deadlines yet attention to detail
- Proficiency in Microsoft Office and Canva
- Fluency in speaking and writing English and Chinese (Cantonese and Mandarin)
- The Government of Canada funded this job through the Canada Summer Jobs program. You must be aged between 15 and 30, and legally entitled to work in Canada (a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment)
- International students are not eligible.

Please submit resume and cover letter to: [elaine.ogada@cceca.ca](mailto:elaine.ogada@cceca.ca). We would like to thank you in advance for your interest in this position as only candidates selected for interview will be contacted.



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Calgary and Area  
Building a great city for all.

