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HIRING

我們現正招募以下職位：

FUNDRAISING ORGANIZER
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:

- Assist with the execution of fundraising and marketing activities and events, including website updates, social media channels, and traditional marketing channels.
- Develop, implement, and evaluate communication strategies and programs to promote fundraising activities.
- Assist in researching business and fundraising opportunities, business trends, community partners, and potential sponsors or donors to support organizational goals.
- Identify and contact potential donors, and maintain records of donors and sponsors.
- Perform administrative duties and assist in programs
- May work on weekends as required

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. We would like to thank you in advance for your interest in this position as only candidates selected for interview will be contacted.