

Summer Festival Assistant (Summer Student)

TO BE ELIGIBLE, STUDENTS MUST:

- Be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act²; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

JOB SKILLS/QUALIFICATIONS:

- Strong interpersonal and communication skills: student will be interacting with a variety of individuals –clients, partner organizations and the general public
- Excellent computer skills, including Microsoft Office Suite
- Excellent administrative and coordination skills
- Marketing, promotion and/or event planning experience
- Bilingualism is an asset (English and French)
- Students enrolled in the following programs are encouraged to apply: Marketing, Communications, Business, Sports & Recreation, or other related fields

JOB DUTIES:

- Assist in planning and exhibitor registration for the Welcome to Timmins Night
- Conduct outreach and client event activities with the Settlement Worker
- Assist in planning and promotion for annual Multicultural Festival
- Front reception duties; greeting clients, registering clients, scheduling appointments, answering phones
- Conduct research and create reports as needed

JOB DETAILS:

12-week contract starting Monday, June 5, 2017

8:30 a.m. - 4:30 p.m., Monday-Friday; some evenings and weekend

\$11.40/hour, 35 hours/week

METHOD OF APPLICATION:

Submit cover letter and resume by Wednesday, May 24 at noon to Tom Baby at tombaby@timminsmulticultural.ca or drop of at office location c/o Tom Baby.

Timmins & District Multicultural Centre
119 Pine St. S, Unit #10
Timmins, Ontario

Funded by the Government of Canada

