

加拿大基督使者協會
Ambassadors For Christ
In Canada

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afcvancouver

Hiring

Student Services & Admin Assistant

(Summer contract position)

Ambassadors For Christ in Canada is hiring ONE 40 hours/week summer Student Services & Administrative Assistant. This is a June 1 to August 31, 2008 contract-based position. Funding for this position will come from the "Canada Summer Jobs" program. Candidate please send cover letter and resume (with 2 reference contacts) to:

AFC Vancouver
Attn: Ms. Jodie Wu
Unit 2120, 8888 Odlin Crescent, Richmond, BC V6X3Z8
Tel: 604.278.0642 / Fax: 604.278.0643
E-mail: info@afcvancouver.org

Deadline for application: May 22, 2008.

We appreciate the interest of all applicants, however only those selected for an interview will be contacted directly. Submitted resumes will not be returned.

Eligible student participants 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 Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Job Description:

- Assisting in the daily operation of our office and Student Services Centre
- Conducting a social research project under supervision
- Assisting in daily administrative tasks
- May require working outside of office hours

Required Skills:

- Basic computer system and internet operation (Windows and MacOS)
- Software: Microsoft Office.
- Keyboard skills: English & Chinese
- Language: fluent in spoken and written English, Cantonese and Mandarin
- Good interpersonal and conversational skills
- Responsible, organized, motivated

Ambassadors For Christ In Canada (AFC) is a non-profit organization for student ministry whose Vancouver office was established in 1994. In 2000, we opened our first "AFC Student Centre" in Richmond, BC in order to outreach to the youths and parents in the community more effectively. "Room C" was established in 2004, which provides resources, facility and training to young people to encourage them in living a care-filled life. We hope to build up energetic, creative, mission-driven and purpose-oriented youth leaders through the trainings and services we offer.