



Summer Student Job Opportunity

Position: Office Assistant

Salary & Benefits: \$14 per hour

Work Hours: 30 hrs. per week (9 Weeks)

Application Deadline: June 15, 2020

Living Water Counselling Centre (LWCC) is a professional counseling organization founded by Chinese Christian medical professionals who are driven by the love of Christ to serve the community. Since 1986, LWCC has been serving the Chinese immigrant community in the GTA by providing individual, marriage and family with psychotherapy, psycho-education, training and spiritual formation.

This position is funded by Canada Summer Jobs and requires that applicants must be:

- between 15 and 30 years of age
- Canadian citizens or permanent residents or have official refugee protection status under the Immigration and Refugee Protection Act (foreign students are not eligible)
- Legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations

What are we looking for in a successful candidate?

1. Positively embrace LWCC's vision, mission, organization statements of faith and values
2. Proven to be self-initiative, self-reflective, creative, flexible and able to work independently along in a dynamic, changing environment and multi-disciplinary team
3. Excellent interpersonal skills and positive attitude to work effectively and collaboratively with other organizational teams and stakeholders
4. Flexible, evening, weekend working hours or off-site work as required in a non-profit organizational setting
5. Provide support to the Centre's special events, fundraising activities and promotional activities to increase visibility and to engage community
6. Ability to maintain confidentiality and work with sensitive information
7. Excellent communication skills in spoken and written English and Chinese
8. In-depth knowledge of Microsoft Windows, Office, social media and other related software experience.

Major Responsibilities:

- Customer services reception, appointment bookings, facility, property, safety and space management
- Assist in dealing with database system of donors, volunteers and clients and generate reports as required
- Assist in data entry, filling and oversee the office supplies.
- Assist to provide support to all internal and external (English and Chinese) communications and publication of the Centre, e.g. newsletters, email blasts, annual report, new course materials editing, flyers and press releases.
- Work with volunteers for administration duties with ongoing supervision and support.

Qualifications:

- University student/graduates or community college majoring in business, administration, accounting, human resources, or interested working in non-profit organization.
- Demonstrated good interpersonal skills and good with numbers. Knowledge in book keeping and database is an asset.
- Proficient knowledge in software: Microsoft Office Suite, G-suit, Chinese Input, Quick book or similar.
- Proficient in writing English and Chinese, must speaking fluent Cantonese and/or Mandarin
- A quick learner, detail orientated, multi-tasking, good organization and computer skills.

We encourage applications from newcomers to Canada, individuals of a visible minority to apply. Please email resume to LivingWaterCC.HR@gmail.com (Human Resources)

LWCC thanks all applicants, however, only those selected for an interview will be contacted