



Mississauga Board of Chinese Professionals and Businesses (CPB)

Job Posting

Applications are invited for the following summer job positions:

Job: Project Administration Officers - 2 positions

Job Ref. No.: 15/SSJ/001

Status: Summer Position

Reports to: Chair and Executive Vice Chair

Responsibilities:

Develop and implement a marketing plan, including social media marketing for the events; Develop marketing materials, translate materials for community outreach; conduct marketing activities, including daily social media activities, community events; attend networking and information sessions to disseminate materials; develop workplan for implementation of event concept (Healthy Living Expo, Student Career Workshops, Phoenix Ball); assist in preparation of materials for press, media and communicate; assist in the set up and implementation of events; ensure timely preparation of important notices; conduct information gathering sessions to gather data; develop new business for events re: sponsors, attendees, speakers and suppliers; develop framework for duties and tasks of volunteers; provide guidance and supervision, as needed, for volunteers; re-design website.

Qualifications:

- Study Business Development, Marketing, Business Administration; Commerce; Community Development and Social Media.
- Good interpersonal skills with pleasant and friendly manner
- Good oral and written communication skills in English and Chinese

Other Information: Currently enrolled full time student that is returning to school full time in September.

Closing date: May 19, 2017 before 5:00pm

Please submit resume before closing date to:

Mississauga Board of Chinese Professionals and Businesses

Fax: (905)828-6100 or Email: cpb@cpbmississauga.com