

CANADA SUMMER JOBS POSTING – NAJC PROJECT ADMINISTRATION OFFICER

The National Association of Japanese Canadians (NAJC) is looking for a Project Administration Officer to work with the NAJC this summer. The role will be a full-time role that is expected to start May 1 and last for 2-4 months. The period of employment will be negotiated with the successful candidate. This position is dependent upon the NAJC being successful in receiving a grant from the Canada Summer Jobs program.

We will be offering an hourly wage of \$17.00 plus four percent vacation pay in lieu of vacation.

This position will be working out of the Calgary Nikkei Cultural and Senior Centre in Calgary and reports to the NAJC Executive Director and the NAJC Project Administrator. The successful candidate will have the ability to work independently and be flexible to work on evenings and/or weekends or remotely depending on the location of the event that the NAJC is participating in. In all cases however, the job will require full time hours to be worked each week.

RESPONSIBILITIES

The job is primarily focused on supporting the NAJC in the organization of events planned for the summer and fall. The role will involve working at the NAJC booths that will be set up at various festivals across Canada and some travel will be involved.

Event Organization and Coordination

- involved with the organization of summer events and activities - develop metrics and objectives relating to each event
- identify the tasks associated with putting on each event, including responsibilities, timelines, budgets - support the promotion and communications relating to these events and activities, including print, website and social media
- assist in the recruitment of volunteers for these events and activities
- coordinate involvement with local member and partner organizations
- manage the operation of the NAJC booth in conjunction with these events (including set up, running and take down)
- develop post-event reporting and tracking against metrics

General Information and Inquiries

- develop policies and procedures associated with event organizing

Basic Accounting

- track inventories (before and after event)
- calculate sales associated with each event
- calculate receipts (cash, credit card) and balance against sales records
- compile a record of event related expenses and assist in the compilation of an event financial statement

Communications

- Post regular updates to social media (Facebook, Twitter, Instagram)
- Develop updates to our website and communication channels

SKILLS AND EXPERIENCE

This position requires the candidate to have a laptop computer and be proficient with:

- Microsoft Suite (Word, Excel, Outlook Email)

The following skills are also desirable but we are willing to offer training for these skills:

- Microsoft Suite (PowerPoint, One Drive (shared folders))
- Social Media (Facebook, Twitter, Instagram)

Note that Japanese language skills are not required but would be highly advantageous in this position.

TO APPLY:

This position will be posted and accepting applications until a successful candidate has been hired. Please go to the following Google Form to complete an application for this job:

<https://forms.gle/kUaCE4vUvcVQLNjN6>

Should you have any questions about this posting, please contact Kevin Okabe at ed@najc.ca