

Job Posting

Greater Vancouver Japanese Canadian Citizens' Association (GVJCCA) Event Coordinator

Location: 249 – 6688 Southoaks Crescent, Burnaby BC • 604 777-5222

Period of employment: May 20–August 25, 2015 (14 weeks)

Hours: 9:30 am – 5pm, Tuesday to Saturday

Salary: \$10.25 per hour

Requirements:

- must be a current full-time student between the ages of 15 and 30 and intend to return to your studies in the Fall
- must be a Canadian citizen or permanent resident or have official refugee protection status under the Immigration and Refugee Protection Act (foreign students are not eligible)
- must be legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations
- MUST be available able to work Sun, June 14, the holiday long weekend – July 31 to August 3, and Wed, Aug 12

Job description

The Event Coordinator, under the supervision of GVJCCA Board Members, will be responsible for organizing the GVJCCA's major fundraising event of the year, the Salmon BBQ Food Booth at the 39th Annual Powell Street Festival on August 1st and 2nd, as well as help with other GVJCCA summer events, including the Annual Golf Tournament on June 14th, and 'Obon' at the Nikkei National Museum & Cultural Centre on August 12th.

This position will require:

- organizing and ensuring the completion of all tasks required for a successful Salmon
- soliciting donations from sponsors (companies and individuals)
- organizing all supplies, rentals and facilities required
- scheduling and overseeing volunteers
- coordinating the food booth at the event itself, with the help of key GVJCCA Directors
- maintaining good records, budgeting, and managing finances as well as some office administration
- communications, including some promotional and marketing work, helping post events to the Community Calendar on *The Bulletin / Geppo* website, coordinating social media and outreach
- assisting the Archival Assistant during any periods of down time

Skills required

- being comfortable with / around the filleting of fish
- must be self-motivated and have very good time-management and communication skills
- must have a good level of computer literacy including spreadsheets, database software, email
- must be fluent in English; Japanese language an asset
- knowledge of Canadian History/Japanese Canadian History an asset

The Coordinator will acquire skills in project management, problem solving, communications, and leadership. The setting will provide experience in cultural diversity, working as a team, working collaboratively, and the importance of community-building and preserving history for future generations.

Candidates will be chosen on the basis of their skill level and ability. We welcome all applicants regardless of race, gender, or disability.

Applications

Please forward applications with resume by email to: Lorene Oikawa, President, gvjcca@gmail.com

Applications will be accepted until Friday, May 8th, 2015.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.