



Centre for Research, Education, and Social Services (CRESS Centre)

Positions:

1. Project Administrative Assistant

Job Overview:

- Admin support to the CRESS Centre
- Record keeping
- Planning and scheduling meetings and engagement activities

2. Youth Mobilizer

Job Overview:

- Represent the youth advisory team of the organization
- Plan engagement activities and educational programs for the youth
- Build rapport with the participants

3. Media and Promotion Assistant

Job Overview:

- Prepare promotional materials (poster, audio/video aids, Google form, social media content)
- Manage social media handle, revamp website, upload contents to social media

4. Digital Artist

Job Overview:

- Cover project activities through photos and videos
- Collect audio-video feedback from the Participants, collaborators
- Edit digital materials, prepare stories, and design certificates

Shared Roles (Apply to all the positions)

Attend planning meetings, training, project activities, and workshops hosted by partner organizations; take part in community gardening activities; administer survey instruments; assist in preparing the annual report; procure required materials and supplies from the market; and support the Multicultural Showcasing Event.

Key skills: CANVA, video editing, Excel, Google Form, PowerPoint, Google Drive

Submit your resume and cover letter to info@cresscentre.ca



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Eligibility:

- 15 – 30 years at the start of employment
 - Availability on weekends and evening hours on weekdays
 - Driving license and a reliable vehicle would be an asset
 - Ability to work with participants from diverse cultural backgrounds
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