



TG Newsletter 隣組ニュースレター

April 23, 2019

Tonari Gumi Seeking Two Summer Staff

Call for Summer Employment Applications. Tonari Gumi is seeking applications to fill two summer positions at 40 hours per week from May 1 to August 31, 2019. The two positions are:

- **Administrative Assistant**
- **Community Service Assistant**

An Eligible Participant:

1. Is between 18 and 30 years old at beginning of employment.
2. Is a Canadian citizen, permanent resident, or person to whom refugee status has been conferred.
3. Has a valid Social Insurance Number at the start of employment and is legally entitled to work in Canada.
4. Is fluent in written and spoken English. Japanese language ability is a definite asset.

Please submit your covering letter and resume, referring to the position of interest, to Tonari Gumi <ed@tonarigumi.ca> as soon as possible. Employment may begin as early as May 1st and positions will remain open until filled.

The two positions and required qualifications are as follows:

Administrative Assistant: Assist the Administrative Manager in the following duties:

- maintaining an accurate record of memberships and donations, assist in data inputting;
- ability to use standard office software such as Word, Excel, PowerPoint and Access; and familiarity with Quickbooks, Adobe Acrobat, Publisher and Salesforce is important;
- prepare and coordinate material and articles for publications such as the TG Newsletter and the monthly Bulletin;
- able to update web pages and social media, knowledge of WordPress a definite asset;
- act as receptionist as required, screen phone calls and direct mail and other communications as appropriate;
- flexible and able to assist in any other duties as may be reasonably required.

Community Service Assistant: Assist the Community Service Manager as follows:

- research social services and assist clients in locating and utilizing community services;
- help organize life skills workshops and other community programs;
- help coordinate volunteers to deliver TG's programs and services;
- able to use standard office software such as those in Microsoft Office suite, and familiar with Wordpress, Salesforce, Mailchimp and Publisher, etc.
- familiarity with Japanese culture and Japanese-Canadian history and an ability to work with different community organizations a definite asset;

-able to act as receptionist as required and welcome clients;
-flexible and able to assist in any other duties as may be reasonably required.

APPLY AS SOON AS POSSIBLE: Email, call or drop-in to Tonari

Gumi! Check our Website: <http://tonarigumi.ca>

UPCOMING EVENTS

- May 3rd Golf tournament early-bird deadline
- May 4th Tonari Gumi's Annual General Meeting
- June 2nd High Tea and Spring Family Bazaar & Kid's Market
- June 22nd 7th Annual Charity Golf Classic

