

MISSISSAUGA CHINESE UNITED CHURCH 密西沙加中華聯合教會

4094 Tomken Road, Mississauga, Ontario Canada L4W 1J5

Telephone: (416) 854-8686

<http://www.mcuc.ca>

Position: Project Coordinator (Half Time)  
Hours of Work: 18 hours per week  
Duration: 10 month contract with opportunity for renewal  
Compensation: \$20 per hours plus 4% vacation pay

Mississauga Chinese United Church is a local community of faith under the United Church of Canada located in the City of Mississauga. Supported by the United Church of Canada, we are developing an outreach project to pro-actively engage potential Hong Kong immigrants and new landed Hong Kong immigrants as well as students from Hong Kong to inform them that our church as well as all the local communities of faith under the United Church of Canada are ready to offer them social and spiritual programs/services to support them settlement to their new home in Canada as easy as possible.

密西沙加中華聯合教會是位於密西沙加市的加拿大聯合教會屬下的當地信仰團體。在加拿大聯合教會的支持下，我們正在開發一個外展項目，以積極主動方式聯系有意移民加拿大的香港人，剛移民的香港人以及來自香港的學生，告知他們我們的教會以及所有加拿大大國各地的聯合教會已作好準備為他們提供社會服務和靈聖上的支持，以幫助他們可以輕鬆地在加拿大定居。

We are seeking a suitable candidate to fill a half-time (18 hrs/week) position that will administer and develop this outreach project. Report to the project working group, you will develop, coordinate and implement this new Hong Kong immigrant settlement project. You will work collaboratively with other United Church of Canada staff and volunteers by planning, developing and carrying out relevant spiritual and social programs/services to serve the new Hong Kongers that will arrive or have recently arrived in Canada. As part of the project, you will develop a guidebook framework that highlight topics that are important to the Hong Kong new comers so that all communities of faith that may not be familiar with the needs of the Hong Kong immigrant can assemble their local guides to assist these new immigrants as they get settle down in different parts of Canada.

我們正在尋找合適人選來履行這一個半職職位(每週18小時)。該職位將管理和開發這個外展項目。向項目工作組匯報，你將開發、協調和實施這個新的香港移民安居項目。您將與加拿大聯合教會的其他工作人員和志願者合作，規劃、開發和執行相關在靈聖和社會服務項目，為即將抵達或最近抵達加拿大的新香港人提供服務。作為該項目的一部分，你將製定一個指南框架，搜尋對香港新移民關心的主題，以便提供不熟悉香港移民需求的聯合教會可以湊合當地合適的知信來協助這些新移民在加拿大不同地區安頓下來。

#### Responsibilities

- Manage the development and update of project website
- Manage the development and update of appropriate social media platforms
- Create relevant contents for all social media platforms
- Identify relevant topics to be included in the Hong Kong Immigrant settlement guidebook
- Build partnerships with other agencies and NGOs to develop the guidebook and associated programs
- Coordinate with partners and stakeholders to develop and implement social and spiritual programs and services
- Liaise with new Hong Kong immigrants and students as well as others who may be interested in what this project can offer and how they may wish to participate

### 主要責任：

- 管理項目網站的開發和更新
- 管理適當社交媒體平台的開發和更新
- 為所有社交媒體平台創建相關內容
- 確定香港移民安居指南的相關主題
- 與其他機構和非政府組織建立夥伴關係，以製定指南和相關計劃
- 與合作夥伴和利益相關者協調製定和實施社會服務和靈聖上的支持
- 聯絡香港新移民和學生以及其他對這個項目有興趣的人士

### Qualifications:

- University degree in theology, religion, social work or related studies
- Two (2) or more years related work experience
- Mature and self-motivated; religious and spiritual; willing to listen, analyze and accept various viewpoints
- Possess good communication skills with the ability to speak, write and read English and Chinese (Cantonese / Mandarin)
- Knowledge and experience with North American and Chinese culture, in particular, Hong Kong related topics
- Outgoing, approachable and has the ability to connect and interact with all age groups and cultural background
- Proficient in computer skills and various social media platforms such as Facebook, WhatsApp etc.

### 所需的資歷, 技能和能力：

- 神學、宗教， 社工或相關的大學學位
- 兩（2）年或以上相關工作經驗
- 成熟且有上進心；虔誠而屬靈；願意聆聽，分析和接受不同的觀點
- 具備良好的溝通技巧，能夠說、寫和閱讀英文和中文（廣東話/普通話）
- 具備北美和中國文化的知識和經驗，尤其是與香港相關的話題
- 外向、平易近人，能夠與不同年齡層和文化背景的人聯繫和互動
- 精通電腦技能和各種社交媒體平台，如Facebook, WhatsApp等

To apply for this position, please email your resume to 如有意申請此職位，請將履歷電郵至：

[mymcuc@gmail.com](mailto:mymcuc@gmail.com)