



## **Ethio-Canadian Cultural Academy Inc.**

### **Employment opportunity: Part time Supervisor Position**

**STARTING DATE:** A soon as possible - December 30, 2020

**HOURS OF WORK** Monday to Friday from 8:30am - 4:00pm

**HOURLY WAGES:** \$14.50/hour (negotiable if prior experience in this position)

### **Duties and Responsibilities:**

- Instructing: Tigrigna/Amharic/Oromia language
- Math tutoring and Arts
- Teach in Dance, indoor and outdoor activities
- Transport and accompanying children and youth to the center
- Coordinate volunteer home visits to seniors, delivery of medical equipment, and other support needs.
- Providing medical, protective equipment and accompanying persons with disabilities
- Scaling up and providing help lines/virtual meetings to community members which provide information, help people access government benefits, and support to women
- Helping vulnerable immigrants to access Canadian government benefits
- Providing PPE supplies, and other required supports to volunteers and community members
- Replacing in-person, one-on-one contact and social gatherings with virtual contact through phone calls, texts, teleconferences, or the Internet
- Maintaining the center & Keeping statistics for programs
- Other duties as required

### **Qualifications:**

- Experience coordinating events and programs
- Friendly with strong communication and problem-solving skills
- Must be a University student
- Ability to work as part of a team and independently
- Priority will give to a person who speaks the above two languages

Apply to email [ethio.canadian@yahoo.ca](mailto:ethio.canadian@yahoo.ca) or Website: [www.eccai.ca](http://www.eccai.ca)

Mrs. Yalembrhan Beyene,

President

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**Application Deadline May 29, 2020**