



## *We're hiring!*

### Membership Coordinators

Position Type:

Part-time

Salary:

\$13.85/hr

Location:

White Rock, BC

The South Surrey & White Rock Chamber of Commerce is looking for **Membership Coordinators** to join the Chamber team over the summer of 2019!

#### Job Details

Our **Membership Coordinators** will be contacting and interacting with Chamber members and businesses in the community. They will be responsible for updating and collecting data, soliciting memberships, helping with event planning/execution and general office administration.

#### Skills required:

- Strong written and verbal communication skills
- Customer service oriented
- Detail oriented
- Outgoing
- Social media and technically savvy
- Second language is an asset
- Successful applicants will be flexible, adaptable, and hard-working, as evening and weekend work will be required

Having access to your own vehicle will be an asset. Going out into the community to meet and speak with businesses will be a major component of this job.

The position will consist of 35 hours of work per week at \$13.85/hour.

The position start date is TBC (in mid June) and the position will last for eight to twelve weeks.

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**Eligibility**

This job is funded through the **Canada Summer Jobs** program and all applicants must fit the Government of Canada's criteria as well as our job requirements. Under the Canada Summer Jobs Program, eligible job applicants must be:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Applicants must have a valid Social Insurance Number at the start of employment.

<p><b>How to Apply:</b> Please send cover letter and resume to the attention of Ritu Khanna, Executive Director  jobs@sswrchamber.ca</p>	<p><b>For questions, contact:</b> Leila Bonner – Administrative Assistant South Surrey &amp; White Rock Chamber of Commerce 22-1480 Foster St Surrey, BC V4B 3X7  Tel: 604-536-6844 E-mail: jobs@sswrchamber.ca</p>
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The application deadline is **Monday, June 3, 2019.**