



The Korean Canadian Cultural Association (KCCA) Competition

**Submit Your Application from between May 3, 2021 – June 29th
Fall 2021**

The Korean Canadian Cultural Association ("KCCA") is the largest organization of its kind in Canada and it directly serves the 120,000 Koreans living in the Greater Toronto Area. The KCCA was established in 1965 and received its charitable organization status in 1976.

KCCA is a community-based, not-for-profit charitable organization. For the last 52 years, KCCA has played a critical role in promoting an understanding and appreciation of the Korean culture and heritage to Canadians of all backgrounds. The KCCA organizes and runs programs and events centered on the promotion of Korean culture and encouraging cultural understanding within Canada.

Placement Tasks:

- Answering client's phone/email in both English and Korean
- Outreach to other social work organizations to find Korean immigrants and international students that need, culturally specific support as well as building partnerships.
- Supporting the Project Manager with grant research, grant writing and building agile social work programs/projects for private/public grants.
- Responding to client support for cultural classes inquiries, membership registration, providing receipts, library organization management
- Supporting membership registration data entry
- Contact Instructors and members regarding cultural classes operation (If needed)
- Supporting KCCA major events coordination tasks
- Supporting Website design (photo shop, editing, etc.) support
- Attach postage stamp on envelopes
- Supporting outside work tasks [virtual/outdoors]
- Attending and supporting galas/banquet dinners within Korean Community and/or Canadian government related.
- Supporting KCCA hosted projects/co-hosting events support.
- Student can receive Official KCCA Internship certificate if completed placement is three months or more Official KCCA Internship Certificate
- Student can receive Official KCCA Letter of Recommendation
- Free cultural lessons available at KCCA

Required Skills

- Korean Language (Strongly Preferred)
- Great Client Management
- Able to be flexible with the work habits
- Adopt and enjoy working in a team environment
- Excellent written & verbal communication skills
- Excellent Computer Skills [Korean]

*Please note student placements cannot perform tasks which are not related to KCCA tasks. (Personal tasks, recreational video watching, reading) However, if the tasks are related to the university placement, the above agreement can be exempted. Also, the placement student must keep information confidential that occurs while at work. If information does not remain confidential, the placement internship will be terminated.

Application Process

Please submit a resume and cover letter to salma.saadi@utoronto.ca anytime between May 3 and June 30th **please submit your application to salma.saadi@utoronto.ca by June 29th the latest.**

Application/Interview Period: July 2nd 2021 ~ July 30th 2021

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Additional Inquiries

Jae Lee from KCCA Office at 416 383 0777 or email admin@kccatoronto.ca

Students registered with University of Toronto Accessibility Services may receive appropriate accommodations for practicum settings. To register: <http://www.studentlife.utoronto.ca/as>
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