

Macy Lee (They/Them)

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Highlight of Qualifications

- Post-secondary social sciences student with experience in the realm of community development and programming in a non-profit setting
- Experienced in working with diverse populations, including newcomers and refugees and indigenous people
- Assisted in volunteer recruitment, training, and retention for inner-city non-profit organization
- Excellent communication skills through community engagement, outreach, and programming experience
- Strong presentation skills honed through academic work as well as experience facilitating non-profit events and Canadian citizenship test preparation class for newcomers

Education

Bachelor of Arts (Advanced)

2018 - Present

University of Manitoba

Double Major: Anthropology and Women's and Gender Studies

Expected Date of Graduation: May 2022

Relevant Experience

Program and Office Assistant

April 2021 - Present

Klinik Community Health - Winnipeg, MB

- Provide excellent client service by competently answering in-person, phone and email queries and completing client intake
- Utilize MS Office to create reports, answer emails, and create and coordinate calendars to optimize scheduling
- Provide information on Klinik services and relevant external organizations to clients often experiencing challenges and barriers
- Manage social media accounts (including Facebook, Instagram, and Twitter) to provide updates and created new content for educational purposes
- Assist in the creation and delivery of outreach and programming initiatives, including educational activities, trainings, and workshops

Online Citizenship Class Facilitator

May 2021 - Present

Immigrant Centre Manitoba – Winnipeg, MB

- Facilitate Canadian citizenship test preparation course for permanent residents with diverse ethno-cultural backgrounds
- Present information from Discover Canada Guide to students via PowerPoint and provided notes and additional materials for student benefit
- Work closely and patiently with individuals for whom English is a Second Language to assist in learning test content

Communications Officer

May 2020 - Present

Justice for Women - University of Manitoba

- Manage social media channels (including Facebook and Instagram) to disseminate event and educational information to UM students
- Advertise and promote events through creating engaging and informative social media posts and posters to boost engagement and attendance
- Respond promptly to inquiries from students, media, and the public made via email and through social media channels

Community Engagement Program Facilitator

May 2020 – September 2020

Nine Circles Community Health Centre - Winnipeg, MB

- Supported manager with volunteer recruitment and training for 50 volunteers for numerous events and fundraisers
- Collaborated with a team of 3 staff to organize, plan, and execute a city-wide fundraising event for over 200 attendees
- Created content for social media, website, and newsletter to promote services, promote events, solicit donations, and provide educational opportunities to the community
- Responded to general inquiries from public and inquiries regarding the volunteer program by email, phone and in-person
- Wrote content for inclusion in the Nine Circles annual report; report was distributed province-wide

Workshops and Certifications

- **CPR and First Aid**, Canadian Red Cross 2020
- **Consent Culture Workshop**, Justice for Women 2018
- **Bringing in the Bystander Workshop**, Justice for Women 2018
- **Class 5 Driver's License**