

The 2016 Youth Employment Program -Canada Summer Jobs

The Ukrainian Canadian Congress - Alberta Provincial Council is currently seeking a well-organized, proactive, and ambitious individual to fill the Summer position of Community Outreach Worker. As Alberta and the Ukrainian community evolve, so do the demands placed upon the UCC-APC - a representative body for the province's 330,000 Ukrainian Albertans.

The Community Outreach Worker will help UCC-APC volunteers and staff to strengthen the link between the UCC-APC and the community in order to better serve Albertans and promote cooperation within community organizations. The Youth Employment Program - Canada Summer Jobs provides a wage subsidy for this position.

Eligibility:

To be eligible for a CSJ position you must be currently enrolled in full-time studies at a community college or university and returning to full-time studies in the following school term.

Duties:

- act as a UCC-APC liaison to Ukrainian and other ethnic community organizations in Alberta;
- support the staff and volunteers in planned provincial activities and events (Annual Ukrainian Day Festival and UCC APC Hetman Volunteer Awards);
- assist with the preparation and distribution of Ukrainian Day Souvenir Program booklet and handbills;
- UCC-APC bi-weekly electronic Bulletin as they pertain to community events activities;
- provide administrative support for day-to-day operations in the provincial office in Edmonton (phone calls, e-mails, ordering supplies, deposits, bills, correspondence) as they pertain to community events;
- work cooperatively with UCC APC staff and volunteers.

Requirements:

- effective communication skills (written and oral);
- strong computer skills, microsoft office, Adobe Indesign, ;
- knowledge of graphic design and / or web-site maintenance an asset;
- awareness of Ukrainian and other ethnic communities in Alberta, non-profit sector operations;
- comfort in dealing with volunteers and general public;
- good organizational, time-management skills;
- basic marketing skills, some experience in soliciting ads and sponsorships;
- attentive to details, responsible, can work independently and report to supervisor;
- proficient in English, and Ukrainian would be an asset.

Term: 14 weeks at 35 hrs per week. Hourly wage: \$15.

Start day: pending notification of acquiring grant: May 9, 2016

To apply: Please submit your one-page Resume with a Cover Letter electronically (Word or PDF files) to: uccab@shaw.ca. Attention: Slavka Shulakewych, Provincial Coordinator

Deadline for applications: **Monday, April 25, 2016**. The UCC-APC thanks all applicants, however, only those selected for interviews will be contacted.