



SUSK National Coordinator Job Description

Job Type: Fixed Term (subject to extension)

Location: Virtual

Job Description & Summary

The Ukrainian Canadian Students' Union (SUSK) is seeking an ambitious and creative National Coordinator to fill a 5-month contract (subject to extension) starting immediately. The successful applicant will play an integral role in developing a fundraising strategy to sustain SUSK, and key programming including SUSK Congress (annual student conference) and coordinating Ukrainian Student Organizations across Canada. Based in the Ukrainian Canadian Congress (UCC) national office in Ottawa, ON, the National Coordinator will work alongside UCC staff. They will assist SUSK in growing its capacity and supporting and empowering Ukrainian students while enhancing the operational capacity of UCC.

Key Responsibilities

The National Coordinator will split their duties equally between the Ukrainian Canadian Students' Union (50%) and the Ukrainian Canadian Congress (50%). The National Coordinator will report to the UCC National Executive Director on a day-to day basis and to the SUSK President on a regular basis.

Ukrainian Canadian Students' Union (SUSK)

- Lead the development of fundraising strategy and programs, including active targeting of government, academic, and non-profit grants;
- Assist the development of Ukrainian Student Organizations across Canada (e.g. best practices, recruitment, etc.);
- Ensure organizational sustainability, institutional memory, and future growth;
- Manage and update contact lists and compile membership databases;
- Identify research, program, employment, and development opportunities for Ukrainian Canadian students at large;
- Assist the organization of SUSK National Board of Directors on a day to day basis with projects and tasks as required;
- Assist with the development of guides and handbooks for organization membership;
- Lead the SUSK outreach campaign ensuring a constant flow of updates and information to executive's, USO's and SUSK supporters.
- Look into and register SUSK for Grants that are applicable to us;
- And other duties as assigned.

Ukrainian Canadian Congress (UCC)

- Liaise with local and national community members;
- Assist UCC Executive Director and other staff at the National Office with day-to-day operations, including event organization and administrative overflow in a team environment (phone duties, faxes, in-person inquiries);
- Assist with recruitment and management of volunteers,
- And other duties as assigned.

Required Knowledge and Skills / Preferred Qualifications (if not qualifications are not stated as required then they are preferred)

General Job Qualifications

- 2 years of postsecondary education is required at minimum;
- Eligibility to work in Canada;
- Proficiency in English is required, Proficiency in Ukrainian and/or French is an asset;
- Experience in performing administrative duties, preferably in an office environment;
- Knowledge of or interest in Ukrainian Canadian organized community life and the Ukrainian cultural experience in Canada,
- Demonstrable past participation in Ukrainian Canadian organizations, especially SUSK, is an asset.

Communication/Marketing Qualifications

- Excellent verbal and written communications skills;
- Experience in WordPress and basic web development considered as asset;
- Proficiency in Microsoft Office suite of products;
- Knowledge of graphic design best practices and/or software considered an asset
- Knowledge in G-Suite and related products.

Special Projects Qualifications

- Experience in applying for grants and managing budgets;
- Experience in event planning.

Remuneration

The National Coordinator will be offered \$35K (35 hour work week) and commensurate upon experience,

How to Apply

Please submit a Cover Letter and Resume to apply@susk.ca by October 28, 2020 at 11:59 pm EST. In your cover letter please describe your involvement in the Ukrainian Canadian community and how you can grow SUSK as an organization.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.