



## SUSK General Intern with Web Development Skills Job Description

“Союз Українського Студентства Канади” (СУСК), “Ukrainian Canadian Students’ Union”, or “Union des Étudiants Ukrainiens Canadiens” is a national student organization comprised of Ukrainian Students’ Organizations (USOs) at post-secondary institutions across Canada.

**Job Type:** 2 months internship starting early June 2024

**Location:** Remote

### Job Description & Summary

We are looking for a General Intern with Web Development Skills.

In this dynamic position, under the guidance of the SUSK National Coordinator and National President, the selected candidate(s) will be an integral part of our team, seamlessly integrating essential administrative support with proficient web development skills to enhance our communication strategies. As an intern, the candidate's unique blend of administrative prowess and web development skills will be a crucial asset to our vibrant team, dedicated to creating a positive and inclusive work environment. Their contributions will not only advance their professional and career development but also make a meaningful impact on the broader community.

### Key Responsibilities

- Execute administrative duties, including the organization of membership lists and categorization of student materials.
- Leverage web development skills to upgrade/update all SUSK-related websites and templates, as well as to rebrand all SUSK-related websites.
- Coordinate and organize local events for students, actively contributing to community engagement.
- Conduct outreach to other cultural groups, fostering collaborative initiatives throughout the summer and planning for the 2023-2024 academic year.
- Assist in planning campaigns aimed at encouraging student involvement on Canadian post-secondary campuses and online.
- Contribute to the planning of advocacy campaigns for the upcoming school year.
- Develop a comprehensive communication plan between SUSK and USOs, ensuring effective collaboration.
- Create guides for the upcoming school year for local student organizations in the area and manage the database of alumni.



### Outcomes Gained

- Acquire administrative and management skills through event planning responsibilities.
- Enhance web development skills by upgrading SUSK-related websites and templates, and rebranding all SUSK-related websites.
- Develop creative problem-solving skills and the ability to think outside the box.
- Cultivate strong time management skills and the ability to meet deadlines.
- Gain design and web development skills through mentorship, working with the organization's in-house graphics lead and web development lead.
- Develop leadership skills by mentoring and collaborating with local SUSK Board Members.
- Gain knowledge of the local Ukrainian Canadian community and contribute to community building by collaborating with other ethnic groups in the area.

### Remuneration

The General Intern with Web Development Skills will be offered an Ontario minimum wage (\$17.30 per hour).

**How to Apply** We kindly request that you submit your **Cover Letter** and **Resume** through the [Google Form](#) by **May 14, 2024, at 11:59 pm EST**. In your cover letter please describe your involvement in the Ukrainian Canadian community and how you can improve SUSK as a student organization.

### Important to note

The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

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