



SUSK Executive Assistant Intern 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 an Executive Assistant Intern.

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. The responsibilities of this role is to assist the SUSK Board with day-to-day operations, including event organization and administrative overflow in a team environment;

As an intern, the student will be part of a vibrant team committed to creating a positive and inclusive work environment. Their contributions will not only enhance 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.
- Help manage social media and communications;
- 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.



Outcomes Gained

- Acquire administrative and management skills through event planning responsibilities.
- Develop leadership skills by mentoring and working alongside 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 Executive Assistant Intern 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.