



UKRAINIAN CANADIAN CONGRESS  
ALBERTA PROVINCIAL COUNCIL  
КОНГРЕС УКРАЇНЦІВ КАНАДИ  
ПРОВІНЦІЙНА РАДА АЛЬБЕРТИ

**UCC-APC Employment Opportunity: 2 Community Outreach Workers**  
**The 2014 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 Events 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 (2013 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, good English and Ukrainian (an asset) keyboarding skills;
- 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:** 16 weeks at 35 hrs per week. **Hourly wage:** \$15.

**Start day:** pending notification of acquiring grant: May 1, 2014

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

**Deadline for applications: Friday, April 18, 2014** The UCC-APC thanks all applicants, however, only those selected for interviews will be contacted.