



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

UCC-APC Employment Opportunity: Community Events Worker
Summer Temporary Employment Program (STEP) 2011

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 Canadians. **The Community Events 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 UCC-APC member and non-member organizations. The STEP Program of the Government of Alberta provides a wage subsidy for this position.

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 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 the President and other Board members, Provincial Coordinator, 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 accounting software 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;
- attentive to details, responsible, can work independently and report to supervisor;
- proficient in English and Ukrainian would be an asset;
- minimum college education required.

Term: 12 weeks (35 hrs per week). **Hourly wage:** \$15

Deadline: May 1, 2011. **Start day:** May 9, 2010

To apply:

UCC-APC STEP Community Events Worker 2011
Ukrainian Canadian Congress - Alberta Provincial Council
Attention: Serhiy Kostyuk
8, 8103-127 Avenue, Edmonton, AB T5C 1R9
e-mail: uccab@shaw.ca

Resumes and Cover Letters may be submitted electronically in either Word or PDF to uccab@shaw.ca

The UCC-APC thanks all applicants for their interest, however, only those selected for interviews will be contacted