



КОНГРЕС УКРАЇНЦІВ КАНАДИ – САСКАТУНСЬКИЙ ВІДДІЛ UKRAINIAN CANADIAN CONGRESS – SASKATOON BRANCH

1219 – 8th Street East, Saskatoon, SK, S7H 0S5, Canada
phone: 306-244-8227 fax: 306-665-2127 e-mail: info@ucc-sb-saskatoon.ca
web-page: <http://www.ucc.sk.ca/branches/saskatoonBr.htm>

MEMBER ORGANIZATIONS

All Saints Ukrainian Orthodox
Brotherhood of Sts. Boris & Hlib

Bishop Filevich Ukrainian Bilingual
School Council

Bayda Kozaks

Boyan Ukrainian Dance
Association Inc.

Fides Club

League of Ukrainian Canadians

Musée Ukraina Museum Inc.

Nashi

New Community Credit Union

Pavlychenko Folklorique
Ensemble

Rushnychok Ukrainian Folk
Dance Association Inc.

St. Petro Mohyla Institute

Sonia's School of Ukrainian
Dance Inc.

St. George's Ukrainian Catholic
Women's League

Sts. Peter & Paul Ukrainian
Catholic Women's League

Ukrainian Canadian Institute for
Research and Consulting, Inc.

Ukrainian Canadian Professional
& Business Assn. of Saskatoon

Ukrainian Catholic Brotherhood
-Bishop Roborecki Branch #304

Ukrainian Museum of Canada

Ukrainian National Association
Mykola Lysenko Branch #444

Ukrainian Orthodox Men's Assn.
(TYC) - Steppe Branch

University of Saskatchewan
Ukrainian Students' Association

Ukrainian Tryzub Society, Inc.

Ukrainian Women's Association
of Canada – H. Romanchych Br.

Ukrainian Women's Association
of Canada – O. Kobylianska Br.

Vesna Festival, Inc.

Yevshan Ukrainian Folk Ballet

EMPLOYMENT OPPORTUNITY

Administrative Assistant for the UCC-SB Immigration Program

The successful candidate will play an important role in settlement and integration projects of Ukrainian Canadian Congress – Saskatoon Branch. This person will be organized, self-motivated and comfortable working under pressure. The Administrative Assistant will work closely with the Immigration Program Coordinator and report to the Chair of the Immigration Committee.

Duties:

- Assist with organizing workshops for stakeholders, immigrants and volunteers (in December, January, February and March)
- Receive telephone calls and take messages on immigration issues and forwarding them to appropriate personnel
- Assist with developing a database of volunteers

Skills:

- Proficiency in Microsoft Office Programs
- Ability to work closely with Immigration Program Coordinator, English as a Second Language Coordinator and the Chairperson
- Excellent organizational and time management skills with careful attention to details
- Effective oral and written communication skills
- Bilingual; native English and spoken Ukrainian are an asset
- Good interpersonal skills

Experience: Minimum one year of working experience in public, private or non-profit sectors.

Education: No minimum requirements. Current students are welcome to apply.

Employment Type: Contract (full time or part-time, depending on candidate's availability)

Term: Four months, from December 1, 2008 to March 31, 2008, with possibility of extension

Salary: \$12 per hour

Application Deadline: Friday, November 27, 2008

You may submit your resume and cover letter via e-mail to:

sjkin@sasktel.net

Or via postal service to

Ukrainian Canadian Congress – Saskatoon Branch
1219 – 8th Street East
Saskatoon, SK. S7H 0S5

Only successful candidates will be contacted