



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

1219 – 8th Street East, Saskatoon, SK S7H 0S5

ph. (306) 244-8227 email: info@ucc-sb-saskatoon.ca

[/www.ucc.sk.ca/branches/saskatoonBrISP.htm](http://www.ucc.sk.ca/branches/saskatoonBrISP.htm)

EMPLOYMENT OPPORTUNITY: IMMIGRATION SERVICES COORDINATOR

MEMBER ORGANIZATIONS:

Bayda Kozaks
Bishop Filevich Ukrainian Bilingual School Council
Boyan Ukrainian Dance Association Inc
Brotherhood of Sts. Boris & Hlib – All Sts. Ukrainian Orth. Church
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. George's Senior Citizens Club
St. Petro Mohyla Institute
Seniors' Organization – St. Peter & Paul Ukrainian Catholic Church
Sonia's School of Ukrainian Dance Inc.
UCWL – Dormition of the Most Holy Mother of God Branch
Ukrainian Canadian Institute for Research and Consulting Inc
Ukrainian Canadian Professional & Business Assn. of Saskatoon
Ukrainian Catholic Brotherhood – Bishop Roborecki Branch #304
Ukrainian Catholic Women's League – St. George's Branch
Ukrainian Catholic Women's League – Sts. Peter & Paul
Ukrainian Museum of Canada
Ukrainian National Association Mykola Lysenko Branch #444
Ukrainian Orthodox Men's Assn. (TYC) – Steppe Branch
Ukrainian Tryzub Society, Inc.
University of Saskatchewan Student Association
Ukrainian Women's Association of Canada – H. Romanchych Br.
Ukrainian Women's Association of Canada – O. Kobylanska Br.
Vesna Festival, Inc
Yevshan Ukrainian Folk Ballet Ensemble

The Ukrainian Canadian Congress – Saskatoon Branch Inc. (UCC-SB) seeks applications for the full/part time position of Immigration Services Coordinator. The Immigration Services Coordinator will work within the UCC-SB Immigration Program and report directly to the UCC-SB President. The successful candidate will play an important role in UCC-SB settlement and integration projects. This person will be organized, self-motivated and comfortable working under pressure. This is a term position from September 2009 to March 2010 with possibility of extension based upon performance and governmental funding.

Responsibilities:

- Work on projects as undertaken by UCC-SB Standing Committee on Immigration.
- Act as a liaison between the UCC-SB and Saskatoon businesses with Ukrainian immigrant workers as well as an information resource on immigration issues.
- Organize workshops for stakeholders, immigrants and volunteers.
- Receive telephone calls and take messages on immigration issues and forwarding them to appropriate personnel.
- Meet and greet newcomers at the Saskatoon airport.
- Assist newcomers from Ukraine with obtaining a SK driver's licence.
- Receive telephone calls and take messages to pass on to appropriate committee members/coordinators; circulate information via e-mail.
- Input data and maintain accurate confidential spreadsheet records.
- Administer Ukrainian Newcomers to Saskatoon E-list
- Provide monthly activity reports to UCC-SB President and SK Government.

Qualifications:

- Work experience in public, private or non-profit sectors in Canada or/and Ukraine.
- Minimum one year work experience in Canada.
- Ability to work closely with UCC-SB President, and ESL Coordinator, governmental officials, employers and Ukrainian Canadian community volunteers.
- Knowledge of Canada's immigration issues, SINP, Canada-Ukraine relations.
- Excellent organizational, management, reporting, research and interpersonal skills
- Proficiency in Microsoft Office Programs, Adobe PDF, Internet search.
- Bilingual abilities (English and Ukrainian).
- Valid driver's licence; able to travel.

Salary: Up to \$40,000.00 annual salary dependent upon qualifications.

Submit your resume with two references 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

Deadline: Friday, September 8, 2009

Only successful candidates will be contacted