

JOB OPPORTUNITY
NATIONAL YOUTH ADMINISTRATOR

10-29-2019

Position Title: National Youth Administrator
Organization: CYMK-UOY (Canadian Ukrainian Orthodox Youth Association)
Salary Range: \$45,000 to \$52,000
Report to: SUS Foundation of Canada
Work Location: Toronto, Ontario or Winnipeg, Manitoba

POSITION SUMMARY

SUS Foundation of Canada is seeking a dynamic, results oriented individual to coordinate the activities of CYMK-Ukrainian Orthodox Youth (UOY) and increase its membership across Canada. CYMK-UOY is a national youth-led organization affiliated with the Ukrainian Self Reliance League and the Ukrainian Orthodox Church of Canada. The administrator will report directly to SUS Foundation of Canada.

PRIMARY RESPONSIBILITIES

- work with directives developed by CYMK-UOY National Executive and its advisors
- establish and maintain data bases, contact lists membership lists archive records
- develop leadership and fellowship programs as well as operating procedures
- monitor and report on programs as directed
- assist the National Executive in maintaining the website and social media presence
- assist National Executive with newsletter development and distribution
- help organize conferences, convention programs, and retreats
- work with National Executive to liaise with CYMK branches, USRL and UCC organizations
- work with National Executive, USRL and UOCC parishes to increase CYMK membership and locals
- as directed by National Executive to liaise with clergy, hierarchy and administration of the Ukrainian Orthodox Church of Canada
- visit branches as directed by the National Executive
- participate in National CYMK-UOY regular meetings

QUALIFICATIONS AND SKILLS

- post secondary degree
- strong oral, listening and communication skills
- familiarity with social media platforms
- team player but able to work independently
- good computer skills
- ability to communicate in both English and Ukrainian
- ability to travel and work flexible hours
- ability to think strategically
- ability to plan programs and projects

APPLICATION INSTRUCTIONS

Interested candidates should submit a resume and cover letter to SUS Foundation of Canada 620 Spadina Ave., Toronto, Ontario. M5S 2H4 or by email to jwstrus@hotmail.com.

The deadline for receiving applications is January 31, 2020.

In your cover letter, tell us how your background both personal and professional makes you an excellent candidate. Only short listed candidates will be contacted.