



SUSK National Coordinator Job Description

“Союз Українського Студентства Канади” (СУСК), “Ukrainian Canadian Students’ Union”, or “Union des Étudiants Ukrainiens Canadiens” is a national student organization comprised of Ukrainian Students’ Organizations (USOs) at post-secondary institutions across Canada.

Job Type

1 year contract (subject to extension)

Location

Ottawa, ON

Job Description & Summary

The Ukrainian Canadian Students’ Union (SUSK) is seeking an ambitious and creative National Coordinator to fill a **12-month contract** (subject to extension) starting October. The successful applicant will play an integral role in the execution of the National SUSK Congress (annual student congress) and coordination with Ukrainian Student Organizations across Canada. Based in the Ukrainian Canadian Congress (UCC) national office in Ottawa, ON, the National Coordinator will work alongside UCC staff. They will assist SUSK in growing its capacity, and supporting and empowering Ukrainian students while also enhancing the operational capacity of UCC.

Key Responsibilities

The National Coordinator will split their duties equally between the **Ukrainian Canadian Students’ Union (50%)** and the **Ukrainian Canadian Congress (50%)**. The National Coordinator will report to the **UCC National Executive Director** on a day-to-day basis and to the **SUSK President** on a regular basis.

Ukrainian Canadian Students’ Union (SUSK)

- Assist the development of Ukrainian Student Organizations across Canada (e.g. fundraising, governance, etc.);
- Ensure organizational sustainability, institutional memory, and future growth;
- Lead the development of fundraising strategy and programs, including active targeting of government, academic, and non-profit grants;
- Assist with the organization of SUSK National Board of Directors meetings, SUSK National Congress and other mandated regional or local student-oriented events;
- Assist with administrative tasks including management of archives, resources, etc.;
- Manage contact lists and compile membership databases;
- Assist with the development of guides and handbooks for organization membership;
- Liaise and create strategic partnerships with other Canadian youth organizations;
- Identify research, program, employment, and development opportunities for Ukrainian Canadian students at large;



SUSK National Coordinator Job Description

- Assist SUSK National Board of Directors in implementing projects, advocacy campaigns, and recruitment initiatives;
- In coordination with the SUSK President, act as a primary point of contact for local/national/international inquiries;
- And other duties as assigned.

Ukrainian Canadian Congress (UCC)

- Liaise with local and national community members;
- Assist UCC Executive Director and other staff at the National Office with day-to-day operations, including event organization and administrative overflow in a team environment (phone duties, faxes, in-person inquiries);
- Assist with recruitment and management of volunteers,
- And other duties as assigned.

Required Knowledge and Skills / Preferred Qualifications (if not qualifications are not stated as required then they are preferred)

General Job Qualifications

- post-secondary education;
- Eligibility to work in Canada;
- Proficiency in English is required, Proficiency in Ukrainian and/or French is an asset;
- Experience in performing administrative duties, preferably in an office environment;
- Knowledge of or interest in Ukrainian Canadian organized community life and the Ukrainian cultural experience in Canada,
- Demonstrable past participation in Ukrainian Canadian organizations is an asset.

Communication/Marketing Qualifications

- Excellent verbal and written communications skills;
- Experience in WordPress and basic web development considered as asset;
- Proficiency in Microsoft Office suite of products;
- Knowledge of graphic design best practices and/or software considered an asset
- Knowledge in G-Suite and related products.

Special Projects Qualifications

- Experience in applying for grants and managing budgets;
- Experience in event planning.

Remuneration

The National Coordinator will be offered between **\$35,000** starting salary (35 hour work week).

How to Apply

Please submit a **Cover Letter** and **Resume** to president@susk.ca by **September 16, 2022**



SUSK National Coordinator Job Description

at 11:59 pm EST. In your cover letter please describe your involvement in the Ukrainian Canadian community and how you can improve SUSK as a student organization.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.