

Ukrainian Catholic Eparchy
Position Description: Resource Assistant/Translator

Type of position: <input checked="" type="checkbox"/> Temporary/ Full Time expiry date: TBD	Work duration/hours: 8 weeks at 30 hours per week Rate: \$18.00 /hour	Primary Location: Eparchial Pastoral Centre 9645 108 Avenue Edmonton AB Travel: May require some travel within Edmonton
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Purpose: Compile digital and hardcopy resources (copy in English and Ukrainian) to produce educational materials. Position provided for by the Canada Summer Jobs Program.

Key Objectives	Responsibilities	
Resource Development	<ul style="list-style-type: none"> • Evaluate existing digital and hardcopy resources, and sort and compile by topic, theme or other groupings as recommended • Assist with the production of educational resources for various age groups, academic levels and interest areas including children, young adults and seniors • Develop resources for posting to websites and other social media forums • Materials may be used within the Alberta curriculum (Ukrainian Bilingual School program), therefore related educational rubrics must be considered and followed 	
Translation	<ul style="list-style-type: none"> • Assist with translating materials from English to Ukrainian and Ukrainian to English. • Translation will consider target audiences' fluency, age and academic level • Edit content as required (in Ukrainian and English) 	
Other related duties	<ul style="list-style-type: none"> • Perform other duties as maybe required from time to time 	

Education and Experience:

- First or second year education or relatable training
- Translator from English to Ukrainian – preferably experience with academic institutions in this role
- Experience developing or editing children's (ages 5 to 16) resources
- Works well in a team environment; good contributor and problem solver
- Excellent oral and written communication skills
- Ability to organize and prioritize
- Possesses patience, flexibility, adaptability and a sense of humor
- Trustworthy, respects confidentiality, makes sound judgments, seeks counsel of others