

**Ukrainian Catholic Eparchy**  
**Position Description: Youth Ministry Assistant**

<b>Type of position:</b> <input checked="" type="checkbox"/> Temporary/ Full Time expiry date: TBD	<b>Work duration/hours:</b> 6 weeks at 30 hours per week  <b>Rate: \$18.00 /hour</b>	<b>Primary Location:</b> Eparchial Pastoral Centre 9645 108 Avenue Edmonton AB  <b>Travel:</b> May require some travel within Edmonton
--	---	---

**Purpose:** Works with the youth ministry to develop a strategic plan that identifies, connects and engages youth and young adults throughout the Eparchy. Position provided for by the Canada Summer Jobs Program

Key Objectives	Responsibilities	
<b>Strategic planning</b>	<ul style="list-style-type: none"> <li>• Assist in compiling data, conducting interviews and reviewing supporting information related to eparchial youth past and present in the context of future growth of youth and young adult participation</li> <li>• Assist in evaluating data and developing a strategic plan to connect to youth</li> <li>• Assist in developing an implementation plan that considers the needs and access to youth and young adults in urban and rural settings distributed throughout the Province of Alberta</li> </ul>	
<b>Workshop presentation</b>	<ul style="list-style-type: none"> <li>• Assist with the planning, development and presentation of workshops and round-table meetings which would develop youth leaders in parishes</li> </ul>	
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Assist with administrative duties including scheduling, contact lists and procuring supplies</li> </ul>	
<b>Other related duties</b>	<ul style="list-style-type: none"> <li>• Perform other duties as maybe required from time to time</li> </ul>	

**Education and Experience:**

- Experience working with youth groups and young adults an asset
- Academic experience in education, theology, psychology considered an asset
- Experience or participating in the presentation of group sessions
- Dynamic and committed individual that works well in team environments
- 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