

Ukrainian Catholic Eparchy
Position Description: Religious Education Assistant

Type of position: <input checked="" type="checkbox"/> Temporary/ Full Time expiry date: TBD	Work duration/hours: 12 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: Works with the director of religious education to produce and deliver resources and programs to eparchial and broader communities.

Key Objectives	Responsibilities	
Resource development	<ul style="list-style-type: none"> • Assist with the production of educational resources for various age groups, academic levels and interest areas including children, young adults and seniors • Evaluate existing digital and hardcopy resources, and sort and compile • Evaluate and improve existing program resources to better engage attendees • 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 • Develop/edit programs to include printed materials, games, activities and discussion topics 	
Administration	<ul style="list-style-type: none"> • Assist with administrative duties as required. • Assist with translations (English/Ukrainian) 	
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 related training
- Experience developing or editing educational resources
- Experience with public speaking and/or participating with workshops and 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