

# Ukrainian Catholic Eparchy of Edmonton

## Українська Католицька Едмонтонська Єпархія

May 2020

Слава Ісусу Христу! Glory Be To Jesus Christ

The Ukrainian Catholic Eparchy of Edmonton are hoping to hire several summer positions for 2020. The positions will be made possible through the Canada Summer Grants project and require eligible applicants to be:

- Between the ages of 15 and 30 at the start of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred
- Have a valid Social Insurance Number and be legally entitled to work in Canada

We are pleased to offer the following positions, each to commence mid-May or early June 2019.

Position	Description	Duration and hours of work	Hourly Wage
<b>Communications and Web Site Specialist</b>	Update and execute a communication plan; update and maintain the website and extend the Eparchy's social media presence	16 weeks at 35 hours/week	\$20/hr
<b>Administrative Assistant</b>	Revise existing and develop new policies and procedures and other operational documents	8 weeks at 30 hours/week	\$20/hr
<b>Religious Education Assistant</b>	Assist in developing, producing and delivering resources and programs. Ability to translate materials between Ukrainian and English an asset.	12 weeks at 30 hours/week	\$18/hr
<b>Youth Ministry Assistant</b>	Develop a youth leadership plan and engage youth leadership from various parishes	8 weeks at 30 hours/week	\$18/hr
<b>Groundskeeper</b>	Assist with daily operations and maintenance at St Michaels and/or Rosehill Cemetery	16 weeks at 37.5 hours/week	\$17/hr

More detailed job descriptions are available on the Eparchial website at [www.edmontoneparchy.com](http://www.edmontoneparchy.com)

Please forward all resumes and inquiries to our email at [chancery@edmontoneparchy.com](mailto:chancery@edmontoneparchy.com). In the **subject line please indicate for which position you are applying**. We thank you for your interest. Z Bohom!