

**Ukrainian Catholic Eparchy of Edmonton**  
**Position Description: Communications Assistant**

<b>Type of position:</b> <input checked="" type="checkbox"/> <b>Temporary/ Full Time</b> <b>expiry date: TBD</b>	<b>Work duration/hours:</b> <b>8 weeks at 35 hours per week</b>  <b>Rate: \$18.00 /hour</b>	<b>Primary Location:</b> Pastoral Centre 9645 108 Avenue, Edmonton, AB  <b>Travel:</b> May require some travel within Edmonton
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**Purpose:** Assist the eparchial Communications Specialist with updates to the website and other social media outlets; research and propose options for possible e-commerce and other digital services.

Key Objectives	Responsibilities may include:	
<b>Website Management</b>	<ul style="list-style-type: none"> <li>Assist various departments (ministries) with video, film production, editing and posting (streaming) educational and other materials to the Eparchy's website and social media.</li> <li>Assist with researching e-commerce trends and best practices.</li> </ul>	
<b>E-commerce</b>	<ul style="list-style-type: none"> <li>Research various options available to the Eparchy regarding e-commerce related to bookstore sales, programs, and events, etc.</li> <li>Assist implementation of payment gateways, shipping services, and streamline new e-commerce webpages.</li> </ul>	
<b>Other Related Duties</b>	<ul style="list-style-type: none"> <li>Provide some IT support to the Pastoral Centre staff specifically with applications related to online presence and graphic design.</li> <li>Perform other duties and special projects as required.</li> </ul>	

**Education and/or Experience:**

Completion or enrollment in post-secondary studies in supply chain management, marketing, and/or other relevant programs.

**Knowledge:**

Experience and/or familiarity with HTML, CSS, PHP and Javascript is an asset.  
Knowledge of electronic supply chain is an asset.

**Abilities:**

Excellent oral communication and written skills.  
Ability to organize and prioritize.  
Ability to work with a minimum of supervision.  
Ability to be sensitive to and maintain strict confidentiality.

\*\*\* This position may be presented as 8 weeks at 35 hours per week or may be worked part time over a longer period of time (but no more than 16 weeks).