

**Ukrainian Catholic Eparchy of Edmonton**  
**Position Description: Religious Education 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:** Work with the Director of Catechesis to produce and edit religious education materials for use by parishes, schools, and the broader community.

Key Objectives	Responsibilities may include:	
<b>Resource Development</b>	<ul style="list-style-type: none"> <li>• Assist with the production of educational resources for various age groups, academic levels and interest areas including children, young adults and seniors.</li> <li>• Evaluate, sort and compile existing digital and hardcopy resources.</li> <li>• Evaluate and improve existing program resources to better engage students. These materials may be used within the Alberta curriculum (Ukrainian Bilingual School program), therefore related educational rubrics must be considered and followed.</li> <li>• Develop/edit programs to include printed materials, games, activities and discussion topics.</li> </ul>	
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Assist with administrative duties as required.</li> <li>• Assist with translations (English/Ukrainian) (optional).</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:**

- First or second year Faculty of Education student or related training.
- Experience developing or editing educational resources.
- Experience with public speaking and/or participation in workshops and group sessions.
- Dynamic and committed individual who works well in team environments.
- Excellent oral and written communication skills
- Ability to organize and prioritize.
- Possesses patience, flexibility, adaptability and a sense of humour.
- Trustworthy, respects confidentiality, makes sound judgments, seeks counsel of others.

\*\*\* 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).