

Ukrainian Catholic Eparchy of Edmonton
Position Description: Communications Assistant

Type of position: <input checked="" type="checkbox"/> Temporary/ Full Time expiry date: TBD	Work duration/hours: 8 weeks at 35 hours per week Rate: \$18.00 /hour	Primary Location: Pastoral Centre 9645 108 Avenue, Edmonton, AB Travel: 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:	
Website Management	<ul style="list-style-type: none"> Assist various departments (ministries) with video, film production, editing and posting (streaming) educational and other materials to the Eparchy's website and social media. Assist with researching e-commerce trends and best practices. 	
E-commerce	<ul style="list-style-type: none"> Research various options available to the Eparchy regarding e-commerce related to bookstore sales, programs, and events, etc. Assist implementation of payment gateways, shipping services, and streamline new e-commerce webpages. 	
Other Related Duties	<ul style="list-style-type: none"> Provide some IT support to the Pastoral Centre staff specifically with applications related to online presence and graphic design. Knowledge and experience in market research and basic knowledge of financial accounting required. 	

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).