

**Ukrainian Catholic Eparchy of Edmonton
Position Description: Administrative Analyst**

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: None expected
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Purpose: Assist with the organization of the active parish archives, translation, and library management

Key Objectives	Responsibilities may include:	
Procedure Development	<ul style="list-style-type: none"> Assist with developing procedures related to file keeping and archiving of parish documents and support the update of the active files where available Work with the eparchial archivist to understand the archives of closed parishes; determining what materials of relevance should be retained 	
Library Organization	<ul style="list-style-type: none"> Update and catalogue resources in combined library and resource centre Help with streamlining the process of public use of our library. Develop processes for all activities of library management including: adding/cataloging books, check out/in books, follow up of late returns, de-cataloguing etc. 	
Other Related Duties	<ul style="list-style-type: none"> Translate of documents (English to/from Ukrainian) as related to documents available in the resource centre/library Perform other duties as maybe required from time to time 	

Education and Experience:

- One or two years post-secondary education or related training.
- 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.