

**Ukrainian Catholic Eparchy of Edmonton**  
**Position Description: Religious Education Assistant/Resource Assistant**

<b>Type of position:</b> <input checked="" type="checkbox"/> Temporary/ Full Time expiry date: TBD	<b>Work duration/hours:</b> 8 weeks at 35 hours per week  <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 Family and Life Ministry 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 elementary school-age children</li> <li>• Evaluate, sort and compile digital and hardcopy resources.</li> <li>• Provide input to program resources for better student engagement. These materials may be used within the Alberta curriculum (Ukrainian Bilingual School program), therefore related educational rubrics must be considered and followed.</li> <li>• Assist with editing materials including games, activities, videos, illustrations 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.