



## SUSK National Coordinator Position

In November 2013, the Ukrainian Canadian Students' Union (SUSK) secured funding through the Ukrainian Canadian Congress (UCC) Ukrainian Dragons competition for several initiatives, including the creation of a full-time **National Coordinator** position based in Ottawa, Ontario, in order to better consolidate and further professionalize our activities – please see a detailed description of the position and application instructions below.

### Position Summary

SUSK is seeking a dynamic, results-oriented individual to help SUSK better fulfill its mandate and achieve its aims and objectives during an exciting time of growth and expansion. Based in **Ottawa**, Ontario, the SUSK National Coordinator will work alongside UCC staff at the **UCC National Office** to help SUSK reach, support, and empower more young Ukrainian Canadians while enhancing the operational capacity of the Ukrainian Canadian Congress.

### Key Responsibilities

The National Coordinator will split their duties between the **Ukrainian Canadian Students' Union (50%)** and the **Ukrainian Canadian Congress (50%)**, with priority given to the former. Although adhering to the directives set forth by the **SUSK National President and Executive**, the National Coordinator will report to the **UCC National Executive Director** on a day-to-day basis.

#### Ukrainian Canadian Students' Union (SUSK)

- Assist with the organization of SUSK National Executive meetings, SUSK National Congress and other mandated regional or local student-oriented events;
- Assist the SUSK President and National Executive in a variety of administrative tasks including management of archives, resources, materials, as directed;
- Manage contact lists and compile membership databases;
- Manage social media channels in conjunction with the SUSK Media Director;
- Manage incoming and outgoing official communications products (newsletters, media, e-mail, announcements), as directed;
- Liaise with registered Ukrainian Students' Organizations across Canada;
- Lead the development of fundraising strategy and programs, including active targeting of government, academic, and non-profit grants;
- Assist with the development of guides and handbooks for organization membership;



**UKRAINIAN CANADIAN STUDENTS' UNION  
СОЮЗ УКРАЇНСЬКОГО СТУДЕНТСТВА КАНАДИ  
UNION DES ÉTUDIANTS UKRAINIENS CANADIENS**

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- In coordination with the SUSK President, act as a primary point of contact for local/national/international enquiries,
- Liaise and create strategic partnerships with other Canadian youth organizations;
- Identify research, program, employment, and development opportunities for Ukrainian Canadian students at large;
- Assist SUSK National Executive in implementing projects, advocacy campaigns, and recruitment initiatives;
- Ensure organizational sustainability, institutional memory, and future growth.

**Ukrainian Canadian Congress (UCC)**

- Assist UCC Executive Director and other full-time staff with a variety of administrative tasks;
- Liaise with local and national community interlocutors;
- Act as a resource for other local and national Ukrainian youth organizations and assist the UCC National Youth Chair and National Youth Committee in performance of their duties;
- Assist the UCC National Office with day-to-day operations, including event organization and administrative overflow in a team environment (phone duties, faxes, in-person enquiries);
- Assist with recruitment and management of volunteers.

**Required Knowledge and Skills / Preferred Qualifications**

- Knowledge of and extensive experience in Ukrainian Canadian student life, preferably through past involvement in Ukrainian Students' Organizations at the post-secondary level or through Ukrainian Youth Organizations;
- Knowledge of Ukrainian Canadian organized community life and the Ukrainian cultural experience in Canada, preferably through demonstrable past participation in Ukrainian Canadian organizations;
- Excellent verbal and written communications skills, preferably in English, Ukrainian, and French;
- At minimum, in the process of completing an undergraduate degree in any discipline, preferably in the social sciences: administration, business, political science, public relations or related;
- Experience in applying for grants and managing budgets;
- Experience in performing administrative duties, preferably in an office environment;
- Resourceful, self-starter, and ability to work in a team;
- Proficiency in Microsoft Office suite of products;
- Desired proficiency in graphic design or development;
- Experience in managing large volumes of e-mail.



### Remuneration

The National Coordinator will be offered a starting full-time salary of **\$32,000 per annum** for a standard **40 hour work week** on a **two-year contract**. The employer will reserve the right to offer prospective candidates a bonus or a negotiated percentage above and beyond the base salary linked to the employee's generation of new revenues or royalties (particularly grants).

### How to Apply

Please submit a **Cover Letter** and **C.V.** to [apply@susk.ca](mailto:apply@susk.ca) by **Thursday April 30, 2015** and address the following questions in your submission:

- 1) Please tell us about a leadership role you played for an organization; describe your success in helping them achieve their goals, and role you played in this regard.
- 2) Please tell us about your experience in the following: fundraising and development, community building, and strategic planning and implementation.
- 3) What is in your view the biggest challenge facing Ukrainian Youth Organizations in Canada? What is your vision of how one could one best overcome this challenge?