



EMPLOYMENT OPPORTUNITY File No.:
(Permanent Part-Time)

SaskTanets Ukrainian Dance Outreach Coordinator

Application Deadline: 29 October 2018

UCC Saskatchewan invites visionary, enthusiastic individuals seeking a unique work opportunity in the volunteer arts and culture sector to apply for this permanent, part-time position. The SaskTanets Outreach Coordinator shall be guided by the following program goals: enhancing support of Saskatchewan's Ukrainian dance community; facilitating networking opportunities for Ukrainian dance community stakeholders (volunteers, instructors, dancers, supporters); increasing collaboration and cooperation among dance community members; offering an effective, accessible, sustainable and relevant communication, information and support program for Saskatchewan's Ukrainian dance community.

Specific job duties include (but are not limited to):

1. organizing the Summer Ukrainian dance program for dancers and instructors as well as developing additional professional development and capacity building opportunities;
2. program fundraising including grant-writing and soliciting sponsorships;
3. updating and implementing a UCC Saskatchewan's Dance Outreach Strategy;
4. preparing Ukrainian dance-related information for UCC Saskatchewan and other media;
5. organizing relevant information sessions for UCC Saskatchewan's annual spring conference;
6. managing the dance section of UCC Saskatchewan's (www.ucc.sk.ca) web site; and
7. facilitating on-going networking and development opportunities for the province's dance community.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The candidate will have proficient knowledge in the following areas:

- cultural not-for-profit and volunteer sector;
- the Ukrainian cultural community of Saskatchewan;
- English language; Ukrainian language (an asset but not required); and
- CPR and First Aid Certificate (an asset but not required).

Skills

The candidate will have:

- strong communication, interpersonal, networking and team-building and skills;
- effective organization, time management and reporting;
- workshop facilitation skills;
- grant writing and fundraising experience;
- analytical, problem-solving and decision-making expertise;
- computer skills including (Windows OS, MS Office, Publisher an asset);

Personal Attributes

The candidate will maintain strict confidentiality in performing the all duties. The candidate will also possess the following personal attributes:

- honesty and trustworthiness, bondable
- ability to work with children and youth
- leadership, shows initiative and is responsible
- respectfulness, cultural awareness and sensitivity
- flexibility, adaptability

HOW TO APPLY

Please submit a current resume plus cover letter outlining relevant work experience along with three references to:

Ukrainian Canadian Congress of Saskatchewan
Attention: Danylo Puderak, Executive Director
#4-2345 Avenue C North, Saskatoon, SK, S7L 5Z5
Email: d.puderak@ucc.sk.ca

Salary: commensurate with skills and experience, eligible for benefit program.

Expected start date: November 2018

Note: Applicants must be legally authorized to work in Canada, must have a valid Saskatchewan class 5 driver's licence and must be a resident of Saskatchewan.

For further information: please contact UCC Saskatchewan Executive Director at 1.888.652.5850 ext. 108.

Only candidates selected for an interview will be contacted.