



File No.: 20/064456

Join our Team!

Job Posting: COMMUNICATOR LOGISTICS COORDINATOR

Do you have experience with Adult education? Translation and Interpretation? Program Development? Online learning? If so, the Ukrainian Canadian Congress of Saskatchewan may have the job for you. We are seeking a professional individual to be leader in helping develop and deliver a new provincial, standardized translation and interpretation professional development curriculum and training program called Communicator. Communicator utilizes a train-the-trainer model to build client capacity by upskilling and developing qualified translators and interpreters. The Communicator Logistics Coordinator will work with the Training Officer to implement this exciting program over the next 5 years. (NOC 4212).

About the Position

Position: Full-time

Hours: Between 30 and 35 hours/week

Schedule: Monday to Friday, with some evening and weekend work

Compensation: UCC Saskatchewan offers a competitive compensation package including medical benefits and pension plan.

Application Deadline: Wednesday 02 September 2020.

Expected Start Date: Monday 14 September 2020

Responsibilities include:

- Identifying community resources/clients to engage in the training program;
- Organizing provincial information sessions in order to raise program awareness, identify client needs, build partnerships and recruit trainers/trainees;
- Compiling contact list of Saskatchewan newcomer settlement agencies;
- Developing program marketing strategy and tools/materials;
- Coordinating registration for information sessions as well as the training workshops;
- Coordinating program IT and online learning platform requirements;
- Providing logistical support for the training programs (e.g.: arranging for venues, coordinating travel, meals, etc.);
- Assisting with the development and publishing of program training materials, desktop publishing, etc.;
- Developing and maintaining a program graduates database;
- Monitoring program expenses in relation to the program budget; and
- Additional project-related duties as assigned.

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Skills, Training & Qualifications

- Post-secondary education required - Humanities, Social Sciences, Education, Linguistics and/or Administrative disciplines preferred;
- Knowledge and experience with online teaching/training and adult education;
- Experienced with Microsoft Office Suite, and desktop publishing;
- Experience in creating effective promotional and other program-related materials;
- Experience with event coordination;
- Superior verbal and written communication skills;
- Good understanding of volunteerism in the non-profit and settlement sectors;
- Strong researching and analytical skills;
- Effective budgeting and budget management skills;
- Strong interpersonal skills, confident team worker;
- Well organized with effective administrative, research and time management skills
- Tactful, diplomatic, motivated, confident, attentive to detail;
- Fluency in English in required while capacity in Ukrainian and/or additional languages will be considered an asset;
- Ability to work weekends and evenings when necessary; and
- Driver's licence, able to travel.

Eligibility

Eligible applicants must be a Canadian Citizen, Permanent Resident, or otherwise legally entitled to work in Canada according to the relevant provincial legislation and regulations.

How to Apply

If you are ready to join the UCC Saskatchewan team, please submit your resume, cover letter and 2 references by email to d.puderak@ucc.sk.ca or regular post to:

Ukrainian Canadian Congress of Saskatchewan
Attention: Executive Director
#4-2345 Avenue C North, Saskatoon, SK, S7L 5Z5

For more information, call 1.888.652.5850 ext. 101 or email uccspc@ucc.sk.ca.

NOTE – Applications will not be accepted in-person due to Covid-19 restrictions. Only those selected for an interview will be contacted. Interviews will be conducted online.

The Ukrainian Canadian Congress of Saskatchewan (UCC Saskatchewan) is a provincial organization that provides programs and services for the Saskatchewan community to maintain, develop and share its Ukrainian Canadian identity and aspirations.

Thank you for your interest!