



Manitoba Parents *for* Ukrainian Education

Manitoba Parents for Ukrainian Education Inc.
Батьківський Комітет Сприяння Українській Мові в Манітобі
Association Manitobaine pour L'Education Ukrainienne Inc.

**Manitoba Parents for
Ukrainian Education Inc.**
1215 - F Henderson Hwy
Winnipeg, MB R2G 1L8
Phone: (204) 942 5405
Fax: (204) 942 5412
email: mpueinc@mts.net
website: www.mpue.ca

Promoting the English Ukrainian Bilingual Program since 1980

Job Description - Summer Student Position Title: Community Liaison and Special Events Coordinator

Responsibilities:

- Prepare information packages for newcomers to Canada and researching locations to distribute this information.
- Use information from prior years to compile planning resources for annual MPUE educational activities for English Ukrainian Bilingual Program (EUBP) students.
- Plan and prepare materials for special events that occur over the summer at local festivals such as Folklorama.
- Research skills to seek sources for event presenters; to gather, and organize contact information.
- Scanning, printing, inventorying and organizing resource materials, reviewing and categorizing historical office records.
- Contact other non-profit, partner organizations that serve young children and youth, to build our outreach for EUBP promotion and recruitment and to strengthen our support network.
- Maintain and update website content and assist with email communication to our parent contacts.
- Other projects and duties as assigned.

Required Qualifications:

- Applicants should be a full time student who will be returning to their studies in the fall.

Desired Skills

- Ability to speak, to read and to write in Ukrainian.
- Creative, organized, and efficient
- Have a valid driver's license and access to a vehicle.
- Able to work independently, self-motivated
- Able to follow instructions and handle multiple tasks
- Attention to detail
- Oral / written communication skills
- Organization / coordination skills
- Flexibility
- Willingness to learn and ask questions.
- Strong computer skills to include Word, Publisher, Excel as well as web based programs such as mailchimp and sogo survey.

Compensation:

35 hours per week for up to 14 weeks over the summer at \$11.25/ hour (Earliest start May 28, 2018)

Apply with resume and cover letter to mpueinc@mpue.ca by Monday, May 21, 2018

Affiliates

The Osvita Foundation Inc.
Dzvin Publishers Inc.

Bernie Wolfe Community
H.C. Avery
Oak Bank Elementary
Smith-Jackson

EUBP Schools

Chief Peguis Junior High
Happy Thought
R.F. Morrison
Springfield Heights

East Selkirk Middle School
Mackenzie Middle School
Ralph Brown
Springfield Middle School