



CNEWA Canada

a papal agency for humanitarian and pastoral support • une agence papale pour l'aide humanitaire et pastorale
223, rue Main Street, Ottawa, Ontario K1S 1C4 • 1-613-738-9666 • canada@cnewa.org

CNEWA Canada seeks a Ukraine Program Assistant

Catholic Near East Welfare Association (CNEWA) is an international papal agency supporting the Eastern churches in their service to people in need throughout the Middle East, Northeast Africa, India and Eastern Europe.

CNEWA Canada is looking for a part-time Ukraine program assistant (with the possibility to grow into full-time) who will work in-person from CNEWA Canada's office in Ottawa to assist the Project Officer with responsibilities related to maintaining CNEWA's program in Ukraine.

Responsibilities:

- Program administration. Perform administrative work for Ukraine program including the documentation of projects, reviewing and cataloguing of reports from Ukrainian partners, working with the CNEWA donor database, and maintaining the media library.
- Communications. Writing and translation from Ukrainian to English and vice versa. Occasional communications by email and phone with partners and donors in Ukrainian and English. Assistance with writing and editing of grant applications.
- Research. Help with projects-related information search.
- Social media. Assistance with social media posts, mainly Facebook, in English and French.

Qualifications:

- Eligible to work in Canada
- Languages: Ukrainian, English – professional level, French – desirable
- Minimum 1 year of clerical or office administration experience
- Organized and detail-oriented. Strong skills with computers, communications and social media
- Knowledge of the Ukrainian Canadian community strongly preferred
- Understanding of the current events and humanitarian efforts in Ukraine strongly preferred
- Understanding of grants writing and fundraising preferred

Application Deadline: **April 24, 2022**

Starting Date: as soon as possible

Please forward cover letter and resume to CNEWA's Project Officer Anna Dombrovskaya at adombrovskaya@cnewa.org

Only interview candidates will be contacted.

To learn more about CNEWA Canada, please visit cnewa.ca
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