



**OSEREDOK**  
UKRAINIAN CULTURAL AND EDUCATIONAL CENTRE

**ОСЕРЕДОК**  
УКРАЇНСЬКОЇ КУЛЬТУРИ Й ОСВІТИ

## Executive Assistant Job Description

**Job Type:** Full-time, 13-Month Fixed-Term Contract (Maternity Leave Cover)

**Working Schedule:** Monday to Friday, from 9:00 AM to 5:00 PM.

**Deadline for application:** 4:30 PM, Friday, May 10, 2024

**To apply:** Email a cover letter, resume and letter of reference to [info@oseredok.ca](mailto:info@oseredok.ca)

### SUMMARY

The Executive Assistant reports to the Executive Director and is responsible for a wide variety of administrative and operational duties ranging from essential clerical support to more complex functions in the areas of finance, office management, communication, programs and human resources to facilitate the delivery of the Centre's programs and services in an effective and efficient manner. The Executive Assistant also oversees the operations of the Boutique.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### *Office Management*

- Coordinate office/programming schedule.
- Assist the Executive Director in overseeing all organizational policies and procedures.
- Independently respond to letters and general correspondence of a routine nature.
- Perform purchasing tasks by contacting vendors, preparing typing requisitions and maintaining records of purchases.
- Process payment of invoices and manage accounts receivable, processing and following up on service billings.
- Provide all required supporting documents to the accountant for the preparation of financial statements.
- Prepare internal reconciliation reports

#### *Communication*

- Develop and maintain the Centre's online presence through such vehicles as a website social media, among others.
- Create and deliver or facilitate the production of the Centre's newsletter, posters, program information, annual report, marketing and other material, as directed.
- Maintain media and all communication distribution lists.
- Prepare and distribute press releases and other publicity material.

#### *Programs*

- Deliver, direct or assist in facilitating or implementing the Centre's programming events, as required.



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#### *Human Resources*

- Direct, train and supervise paid employees and volunteers in the Boutique.
- Direct, train and supervise other volunteers or employees, as directed from time to time.
- Recruit volunteers as directed or as needed.

#### *Boutique Operations*

- Develop, recommend, implement and oversee policy and procedures for all boutique operations, including pricing, consignment, staffing, customer inquiries, inventory control, and daily sales reports.
- Research and determine sources of inventory products and consigned goods
- Coordinate and deliver all boutique special events, including off-site events.

#### **About Oseredok:**

Oseredok Ukrainian Cultural and Educational Centre is a public heritage institution with a mandate to preserve and share Ukrainian heritage in Canada. It collects, cares for, documents and interprets material related to the intellectual and cultural life of the Ukrainian community. These include, among others, objects of material culture, folk art, fine art, ethnology, and community history. The Centre shares its collections with the public through a public program of exhibitions, guided tours, affiliated activities, workshops, courses, public lectures, and special events. It also gives researchers access to its holdings and provides reference services to the public.