

**Ukrainian Cultural and Educational Centre
Oseredok Boutique & Administrative Assistant
Job Description**

JOB DESCRIPTION SUMMARY

The Boutique & Administrative Assistant reports to the Executive Director and is responsible for a wide variety of boutique, administrative, and operational duties ranging from basic clerical support to more complex functions in the areas of office management, building and property, communication, programs and visitor resources in order to facilitate the delivery of the Centre's programs and services in an effective and efficient manner. The Administration Coordinator and Administration Officer will also support the functions, operations and ability for the Boutique & Administrative Assistant to accomplish and execute on boutique and administrative tasks.

JOB DETAILS

Hourly Wage:
\$16.50

Job Type:
Part-time (25 hours per week worked between Tuesday to Saturday)

Duration of Term:
Immediate start to August 29, 2026

Location:
184 Alexander Ave. East, Winnipeg, MB R3B 0L6

Application Deadline:
May 23, 2026, 4:30PM end of day

To Apply:
Please email info@oseredok.ca your CV and resume. Additional documents related to your work training, educational background, or licenses and certificates are also welcome and will be considered, but are not mandatory.

SPECIFIC DUTIES AND RESPONSIBILITIES (shared in part with Administration Officer and Coordinator)

- Greet and assist visitors upon entry, delivering friendly and knowledgeable customer service
- Address customer inquiries as necessary
- Review and maintain sufficient operational supplies; ensure displays are refreshed, well-organized, and dusted; keep merchandise well-stocked and neatly arranged
- Share basic knowledge to visitors about upcoming events, membership benefits, building and parking lot usage, etc.
- Process sales transactions accurately and efficiently using the point-of-sale system
- Use the point-of-sale system to accurately update inventory, print labels, and monitor stock levels
- Monitor daily sales and cash reports
- Answer phones and direct inquiries to the appropriate staff member
- Support administrative staff in coordinating volunteer staffing as needed
- Provide input and recommendations regarding boutique policies and procedures, including pricing, discounts, merchandise selection, returns, and sales events; present these to relevant staff, the board, and senior volunteers
- Offer suggestions on merchandise selection and sourcing of inventory
- Place and receive orders; assist staff and volunteers in setting retail prices; support inventory management, including receiving, unpacking, and pricing new merchandise
- Promote upcoming events and programs offered by Oseredok Ukrainian Cultural and Educational Centre
- Assist with the setup and execution of special events organized by Oseredok Ukrainian Cultural and Educational Centre
- Ensure the safety and security of museum artifacts and basic building maintenance before and after exhibition tours or special events

EXPERIENCE AND SKILLS

- Demonstrates high-level organizational skills
- Strong problem identification abilities with a willingness to take initiative to resolve issues
- Ability to meet deadlines
- Ability to handle cash and has basic financial literacy

- Friendly and professional customer service approach
- Excellent communication skills
- Strong interpersonal skills
- Attention to detail
- Ability to follow directions accurately
- Adaptability to in a fast-paced and dynamic work environment
- Language requirements are English; additional consideration will be given to candidates who are also fluent in Ukrainian

OUTCOMES AND LEARNINGS

- Gain practical experience in customer service, sales, retail management, and administrative work within a museum setting
- Develop quick-thinking problem-solving skills
- Enhance public interaction and communication abilities through engagement with visitors and guests
- Gain insights into the operations of a non-profit organization, including museum administrative duties and office management
- Develop transferable skills such as teamwork, problem-solving, and adaptability to dynamic work environments

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 and cares for documents, and interprets materials 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, and affiliated activities, workshops, courses, public lectures, and special events. It also provides access to its holdings for researchers and provides reference services to the public. Oseredok is committed to equity in all its policies, practices, and procedures. We welcome applications from all qualified individuals who apply for this position.