



PROGRAM PLANNER, SPECIAL EVENTS

POSITION: Capital Ukrainian Festival (CUF) Program Planner, Special Events (under the Canada Summer Jobs program).

DATE/PAY: Commencing as soon as possible for a maximum total of 280 hours or until 26 February 2022, whichever comes first at \$14.50 per hour.

JOB SUMMARY: Under the direction of the Executive Director, working collaboratively with the Organizing Committee, the incumbent will help build organizational capacity in evidence-based decision-making, performance measurement and evaluative practice.

RESPONSIBILITIES:

Assist with evaluation and performance measurement research, analysis and assessment in support of quality assurance and continuous improvement;
Support the development of performance measures and outcomes, and prepare materials that help communicate and build organizational capacity;
Support the team in the selection of various elements of evaluation and performance measurement projects as assigned;
Help develop, test, and/or participate in the development of frameworks, including surveys, that will be used for evaluation and performance measurement;
Assist with technical consultation and stakeholder relations services to support evaluation and measurement of outcomes for the 2021 and 2020 festival;
Develop a strategy to reach a larger audience both for the 2021 virtual festival and for the festival's various social media platforms
Help develop a hybrid festival platform (i.e., virtual and in person) for future festivals
Completes other program duties as needed.

SKILLS and QUALIFICATIONS REQUIRED:

Knowledge and understanding of the organization's purpose, goals, and objectives;
Excellent written and verbal communication skills;
Excellent organizational and problem-solving skills;
Educational background in evaluation and performance measurement principles, practices, standards, tools and techniques;
Works well under pressure, Self-motivated, Teamwork, Flexibility;
Bilingual an asset

PROGRAM ELIGIBILITY REQUIREMENTS:



Between 15 and 30 years of age (inclusive) at the start of employment;
Be a Canadian citizen, permanent resident, or a person to whom refugee status has been conferred for the duration of employment;
Have a valid Social Insurance Number at the start of employment and be entitled to work in Canada in accordance with provincial regulations.

**International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.*

WORKING CONDITIONS:

Because of COVID 19 restrictions CUF Staff are working remotely in 2021. COVID 19 health directives will be followed.

TO APPLY:

Candidates should submit their CV along with a covering letter stating why they qualify to ocufjobs@gmail.com

Accommodation of persons with disabilities are available on request throughout the application process.