

# AUDA Executive Director

Since 1983, the Alberta Ukrainian Dance Association (AUDA) has been providing resources, hosting workshops, promoting dance as a healthy extra-curricular activity for children, and has had a large impact in shaping the Ukrainian Dance community in Alberta to what it is today. The Ukrainian Dance community in Alberta has grown to extraordinary levels. With this growth, AUDA has risen to the challenge of meeting the needs of the most reputable Ukrainian Dance performing groups to the smallest rural dance schools in Alberta.

## Job Purpose

The Executive Director is contracted to manage the operations of AUDA in addition to connecting and building relationships with Ukrainian Dance Community partners. Reporting directly to the Board, the Executive Director is a key piece to a small team that works closely to ensure that we are fulfilling our mission of developing and growing Ukrainian Dance in Alberta. The Executive Director is a vital link in maintaining organizational stability through transitions in Board membership.

## Information About the Role

Job Title: Executive Director	Start Date: November 16, 2020
Type of Position: Part Time Contract	Hours: 5-10 hours per week
Location: Office located at Percy Page Centre, Edmonton (Flexibility for some remote work)	Rate: \$550 per month

## Duties and Responsibilities:

### A) General 40%

- Provide a high level of customer service within all interaction with community members
- Create and manage budgets for all AUDA projects and activities
- Manage all financial receipts and disbursements and records in QuickBooks
- Manage payroll and all required reporting to CRA (T4A)
- Produce and deliver monthly activity reports for the Board, and annual year in review content for future program initiatives
- Hire, supervise, and conduct performance reviews of staff and contractors as required
- Complete grant submissions (EAC and AFA) and associated reports as required
- Complete all submissions to Alberta Gaming, Liquor and Cannabis including Casino License Applications and the annual report for Use of Casino Proceeds
- Explore new revenue generating opportunities including private and corporate support

### B.) AUDA Community Programming 30%

- Support the strategic vision of the Board and development of community programming to meet the needs of the community
- Oversee the implementation of AUDA community programs, events, and workshops
- Manage AUDA promotional material including website, Social Media Accounts, and electronic newsletter
- Manage AUDA email accounts and Social Media accounts.

### C.) Outreach 30%

- Manage community relationships, connect with Ukrainian Dance schools, ensembles, instructors, and partners
- Manage the integrity of Ukrainian dance related databases and AUDA membership lists

## Qualifications

- College degree in a related field desired, not mandatory
- Minimum of two years' experience in non-profit sector - Understand fund management process, including cheque writing, financial reporting, and database/excel spreadsheet maintenance
- Excellent data management/computer literacy skills including QuickBooks, Outlook, Word, Excel, and WordPress, or similar software programs required
- Excellent skills in digital media communication (Website content building and management, YouTube, Facebook, Instagram, TikTok, etc.)
- Passionate for delivering excellent experiences in the Ukrainian Dance Community
- Excellent communications skills both verbal and written
- Work independently with little supervision in managing and delivering programs with community partners
- Excellent record of attention to detail with strong administrative and organizational skills
- Record of excellent time management, strong work ethic, and proactive attitude with regards to developing relationships and partnerships
- Strong passion and understanding of the Ukrainian Dance Community would be an asset
- Current criminal record check

**Deadline to apply is Monday, October 26, 2020**  
**Apply by sending your cover letter & resume to [info@abuda.ca](mailto:info@abuda.ca)**