

# AUDA Program Manager

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 Program Manager will manage and implement AUDA’s Grant, Workshop, and Community Development Programs, in addition to connecting and building relationships with Ukrainian Dance Community partners. Reporting directly to the Board/Executive Director, the Program Manager 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.

## Information About the Role

Job Title: Program Manager	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)	Monthly Rate: \$450 per month

## Duties and Responsibilities:

### A) General 10%

- Provide a high level of customer service within all interaction with community members
- Understand the budget and direct impact for your role
- Support Executive Director with budget planning
- Support with gathering annual year in review content for future program initiatives
- Support and assist third party and in-house events and workshops as needed
- Minute take once a month at Board meetings & once a year at the Annual General Meeting

### B.) AUDA Community Programming 80%

- Input, maintain and manage AUDA community programs by processing applications, and connecting with program juries and applicants
- Produce cheques, to be signed by signing authority, then mail cheques to successful applicants
- Main point of contact for application process via phone, email, and website
- Oversee development and production of internal and external communication and promotional materials in print and digital formats.
- Manage AUDA email accounts and Social Media accounts.
- Provide monthly updates for the Executive Director on applications processed

### C.) Outreach 10%

- Manage community relationships, connect with Ukrainian Dance schools, ensembles, instructors, and partners

## **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 attention to detail with strong administrative and organizational skills
- 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)**