***Project Administrator***

The Canada-Ukraine Foundation is seeking an exceptional Project Administrator who will play a vital role in shaping impactful initiatives between Canada and Ukraine. This is more than just a position – it's an opportunity to be at the heart of meaningful change, working with passionate individuals dedicated to strengthening international cooperation and humanitarian support. We're looking for a dynamic professional whose energy, enthusiasm, and proven experience will help drive our mission forward. If you're eager to apply your administrative expertise in a role where every day brings new challenges and the chance to make a real difference in people's lives, this could be your calling. Join us in turning our vision into reality and be part of a team that's creating lasting positive change across continents!

**DUTIES AND RESPONSABILITIES**

* Provide support to CUF programs and work on special projects.
* Conduct due diligence and research on relevant topics and projects.
* Ensure documentation is maintained and up to date
* Communicating plans, actions, risks, and issues with key stakeholders
* Solving any issues that may arise during the project
* Managing and building relationships with multiple teams
* Assisting the Project Manager with administrative functions and processes
* Managing day-to-day activities for the Project Manager
* Analyzing project data and producing progress reports
* Other Duties as reasonably assigned

**QUALIFICATIONS AND EXPERIENCE**

* Relevant post-secondary education;
* Oral and Written Fluency in English and Ukrainian; French skills are an additional asset
* Experience providing administrative support (ideally in a Canadian Not-for-Profit organization)
* Demonstrates understanding of Data Management and Customer Relationship Management Systems;
* Experience supporting Managers for international projects;
* Proficiency in the use of computers, video technology and personal technology (including Microsoft programs, smart phones, printers etc.);
* Willingness to travel across Canada and Ukraine to support CUF functions;
* Full time staff position with evening and weekend work as required. Ability to work weekends and evenings is critical;

**Please send your Cover Letter and Resume to** **careers@cufoundation.ca** **by Feb 2, 2025. Please remember to indicate which position you are applying for.**

*Diversity & Inclusion for the Canada-Ukraine Foundation means welcoming everyone and respecting their differences. Our ambition is to provide meaningful employment, a warm and welcoming culture, and to promote the development of all people, including those with disabilities. Do not hesitate to let us know of any specific needs you may have so that we can take them into consideration.*