

Through the support of the Government of Canada, the Canada Summer Jobs (CSJ) Program, the Canada-Ukraine Foundation (CUF) will hire one summer staff member in the General Toronto Area.

The position will be working out of the CUF head office located at 30 Powerhouse St., Toronto, ON. CUF adheres to all public health guidelines and directives from federal, provincial and local authorities and will apply these guidelines to the CSJ conditions of employment. The length of the terms will be for a period of 9 weeks for 35 hours per week **starting June 1st, 2026**. To read more about the position and the Canada Summer Jobs Program, please visit [CUF CSJ APPLICATIONS](#).

Your application can be submitted [through this link](#), or by email to careers@cufoundation.ca.

The deadline for submission of applications is **Friday May 15, 2026**, and must include **a resume and cover letter** indicating why the applicant is interested in working with the Canada-Ukraine Foundation. The wage rate for our position will be \$17.60 per hour.

Job Description:

The **Administrative Coordinator** will work with the CUF Communications Manager, CUF Program Manager and designated board members to:

- Assist in managing the incoming project proposals - collect, review, and prioritize for the committee review.
- Respond to requests from applicants and respond to requests from programming committees.
- Maintain Project and Stakeholder databases

- Develop and design social media content (Facebook, Twitter, Instagram, LinkedIn, etc)
- Prepare a framework for e-blasts, detailing content, format and coordinating relevant input from CUF programming committees
- Draft news releases for CUF supported projects
- Create an annual calendar of events for weekly social media plan (all annual events, holidays, anniversaries, commemorations);
- Assist with fundraising events and respond to donor inquiries
- Search for available government grants and prepare/submit applications as appropriate.

Qualifications

- Experience working with community organizations and individuals
- Skilled use of digital technology
- Excellent communication, customer service and organizational skills
- Self-starter, works well in a team environment.
- Ability to multi-task and problem-solve.
- Fluency in English and proficiency in Ukrainian essential

To be eligible, applicant must*:

- be between 15 and 30 years of age at the start of the employment.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the To be eligible, youth must:
- be between 15 and 30 years of age at the start of the employment*
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment**
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulation

*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

**International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

This year all Canada Summer Job positions are available in the [Canada Jobs Bank](#). We would encourage eligible applicants to search through the many Ukrainian Canadian community organizations who will also be hiring students.