

# OLENA VUZKA-MALETS

## EDUCATION

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### Ukrainian Catholic University, Lviv, Ukraine

#### Bachelor's degree in Social Sciences 'Ethics-Politics-Economics' Program

The Program is designed to foster informed debate about public policy in the light of modern challenges, integrating empirical, analytical, and normative concerns that range over different disciplines such as management, operations and public relations.

#### Master's degree in Social Sciences 'Management of non-profit organizations' Program

The program is designed for the professional growth of managers of public and international donor organizations, charitable foundations, volunteer and social initiatives.

## WORK EXPERIENCE

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### Ukrainian Volunteer Service

Ukrainian Volunteer Service is a national non-profit organization, whose mission is to develop the culture of volunteering in Ukraine.

#### 2024 – present time Program Director

Since March 2024 I took lead on supervision of programs in all departments, which include: non-formal and formal education programs, programs on development services for volunteers, support of volunteers in frontline regions, programs on creation infrastructure for volunteers.

As a Program Director, I supervise the process of creation programs and methodological materials for our programs and events. I ensure that they are compiled logically and aligned with the program's goals.

#### 2021 – 2024 Director of the National Programs Department

As a director of National Programs department, I managed programs that we scaled all over Ukraine, exceptionally those of urgent response: for volunteers in frontline regions and IDPs.

One of them was the Volunteer Platform – an online-resource to unite all volunteer opportunities in Ukraine, which makes it easier for volunteers to access the information on opportunities in their towns and cities. Over 100 000 people joined volunteering via Volunteer Platform.

[platforma.volunteer.country](https://platforma.volunteer.country)

## CONTACTS

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## SKILLS

Intercultural communication

Civic engagement

Program management

Digitalization oriented

Team-work based

## LANGUAGES

Ukrainian – native

English – fluent

German – basic

## AWARDS & RECOGNITION

The Volunteer Platform was included in the European Commission Report on Ukraine's efforts on integration to the EU as one of the main programs that strengthens democracy and promotes youth rights in Ukraine.

In 2022 I have been Awarded with the 'Golden Heart' Award issued by the President of Ukraine. It is the state award of Ukraine, which was established in order to recognize the significant contribution of volunteers and those who develop the volunteer movement, in particular during the implementation of measures to ensure the defense of Ukraine.

In 2024 I have been awarded with the The Prize of the Cabinet of Ministers of Ukraine for special achievements of youth in the development of Ukraine.

## 2022 – present time Board Member

As a Board Member, I take part in decisions regarding the strategic course of the organization and handle the matters on evaluating the applications on mini-grant contests. We have already finished 5 waves of grants evaluated by the commission, a part of which I am.

## TRAINER EXPERIENCE

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### U-LEAD with Europe Program

#### 2023 – present time National Expert on Volunteerism

As an expert of the program, I create and conduct educational online programs for the local self-government officials in the sphere of volunteerism, youth engagement and volunteer management, including the details on the judicial side and the authorities of LSGs. Over 300 communities have taken part.

### Ukrainian Catholic University

#### 2024 (fall semester) – course professor

I teach at Ukrainian Volunteer Service on a course 'Leadership in Volunteerism'. The course aims to provide students of 3rd and 4th years with skills and opportunities to join social initiatives.

### Ukrainian Volunteer Service

#### 2019 – present time Trainer on Management

I develop and conduct programs on Program and Project Management for middle managers and those who start their path in this type of career. The trainings focus on the motivation of managers, communication within different departments and coordination within the organization.

#### 2019 – present time Trainer of Youth Leadership programs

I train volunteering and volunteer management, as well as team-work in various youth programs, such as the 'Agents of Volunteering', 'School Lesson of Volunteering', 'Zhovtoserdechni', 'School of Volunteerism' and others.

#### 2020 – present time Trainer of Volunteer Management

Training on Volunteer Management is a 3-day program for volunteer coordinators and those, who involve volunteers in their activities. The training aims to give the participants skills and knowledge on how to build their volunteer programs effectively.

## TOPICS OF EXPERTISE

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Program & Team Management, Youth Leadership and Participation, Strategic Development, Internal Communication, Motivation, Civic Engagement, Volunteering, Volunteer Management, the Development of Volunteerism in LSGs.

## VOLUNTEERISM

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As a pro bono volunteer, I consult various NGOs, LSGs, Executive Government institutions as well as other bodies on volunteerism, volunteer engagement & management, and youth engagement. Particularly, in 2021-2022, I have worked closely with Lviv City Council and network of youth spaces 'Tvory!' to prepare Lviv's application for the 'European Youth Capital' title. In 2022 the title was won, with a big part of the application being on the development of volunteerism across the municipality.