NEWMAN CENTRE
& ST. THOMAS AQUINAS CHURCH
ROMAN CATHOLIC STUDENT CENTRE AND PARISH AT THE UNIVERSITY OF TORONTO
89 ST. GEORGE STREET, TORONTO, ON M5S 2E8
TEL: 416-979-2468 www.newmantoronto.com

Employment Opportunity

Program and Volunteer Coordinator
Newman Centre

Full-time, Permanent (35 hours per week)

Overview:

Reporting to the pastor and executive director, the incumbent will organize, coordinate and implement lectures, events, retreats and other campus ministry programs, primarily during weekdays, to engage university students, faculty, professionals, parishioners and alumni. The success of the programs and events will depend on the incumbent's effective recruitment, tracking and retention of volunteers in the transitional and permanent parish community.

Responsibilities:

- Plan, promote and implement lectures, parish retreats, workshops, community dinners and events
- Nurture relationships among university faculty and departments, supporting various academic and mentorship committees and programs as they develop
- Link with Catholic student groups at the university and young adult professionals
- Coordinate regular weekday programs for students and adult members of the community
- Be responsible for all aspects of the volunteer life-cycle for the various ministries and programs at Newman Centre, including the development and maintenance of a volunteer/event planning database
- Develop alumni relations and plan events to encourage greater involvement of former students

General Requirements:

- University degree in related field (business administration, information management, event planning)
- Two to three years' experience in campus ministry/youth ministry/event planning, an asset
- Must be a practicing Catholic, supported by a reference from your pastor
- Superior communication skills and able to relate well with young adults, faculty and parishioners
- Good organization, planning, time management and decision-making skills
- Skilled in working with current computer applications (MS Office, etc.). Database skills, an asset.
- Flexibility in work scheduling and willingness to adapt to students' and working professionals' timetables, including evenings and weekends, as required
- A criminal background check will be required of the successful applicant

Those wishing to be considered should submit their résumé and cover letter in MS Word format to: **hr@newmantoronto.com**. Deadline for receipt of applications is **Friday, March 24, 2017**. We thank all applicants, however, only respondents selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.