

Employment Opportunity

OFFICE COORDINATOR

Office for Interreligious Dialogue and the Office for Promoting Christian Unity & Religious Relations with Judaism

1155 Yonge St Toronto, ON M4T 1W2

Temporary, 9-month Contract

Full Time (35 hours per week)

Level 9: \$41,543 – \$62,313

Overview:

The Office Coordinator of the Office for Interreligious Dialogue and the Office for Promoting Christian Unity & Religious Relations with Judaism is seeking a full time temporary Office Coordinator to provide administrative and ministerial support to the respective office Directors. The Office Coordinator will also assist, attend and participate in meetings, and represent at events, seminars, and conferences, at the Directors' discretion. The role reports to both Directors.

Responsibilities:

Office for Interreligious Dialogue

- Welcome, correspond, liaise, and communicate with interfaith partners, Chancery departments and the public.
- Answer and direct phone calls and respond to general inquiries for the department.
- Aid in the greeting and reception of guests.
- Connect and liaise with interfaith partners to identify and co-operate with the Director in planning and directing events, plan and organize young adult meetings, events, and prayer services.
- Update the contact book and contact lists for interfaith partners.
- Assist with the planning and implementation of events, when necessary.
- Write and prepare correspondences and memoranda.
- Research and create interfaith resources, as needed.
- Represent the office at events, meetings, functions, and conferences, including creating materials for display and liaise with interfaith partners and the public, at the discretion of the Director.
- Book meeting rooms, parking spaces and refreshments/lunches for meetings.
- Aid in the preparation of materials, agendas, and minutes for meetings.
- Assist in the promotion, planning and implementation of the Annual Dominican Friars Youth Interfaith Video Contest, prepare and plan the program for the award ceremony.
- Create posters and programs for events and prayer services.
- Organize, plan, implement and promote the Young Adults Interfaith Dialogue Group's events including leading and planning meetings.
 - Encourage leadership from dialogue participants.
 - Collaborate with other organizations and interfaith partners to organize and implement meetings and events.
 - Liaise with students, young adults, organizations, schools, and other faith group leaders on a regular basis and represent the dialogue at these events and meetings on occasion.
- Create, send and follow-up with invitations for special events and prayer services.

- Work on budgets, expense reports and reimbursements of expenses.
- Update and maintain Interfaith Office webpages within the Archdiocese of Toronto's website, as well as social media channels for the office (e.g. on Facebook).
- Update and organize filing system.
- Order supplies, mailing, courier, filing and other office duties.
- Report the results of meetings attended to the Director.
- Represent the office at meetings at the discretion of the Director.
- Attend weekend and evening meetings, seminars, and conferences.
- Alert the Director about schedules, deadlines and events.

Office for Promoting Christian Unity & Religious Relations with Judaism

- Welcome, correspond, liaise, and communicate with Ecumenical and Jewish partners, Chancery departments, parishes, school boards and the public.
- Answer and direct phone calls and respond to general inquiries for the Department.
- Welcome guests of the Department in the Office on and offsite at special events.
- Connect and liaise with Ecumenical and Jewish partners at the request of the Director in planning events and prayer services.
- Update the Contact Lists for Ecumenical and Jewish partners.
- Write and prepare correspondences and memoranda.
- Coordinate with the Office of Public Relations and Communications (OPRC) – graphic designer for posters, prepare drafts for advertising events and prayer services.
- Coordinate with the Facilities Department – book meeting rooms, parking spaces, and place orders for refreshments/lunches for the meetings and events.
- Prepare materials, agendas, and minutes for meetings.
- Assist in planning and promotion the Annual GTA Week of Prayer for Christian Unity Prayer Service – liaise with OPRC for the design of the poster for the service, order the printing of the poster that is to be placed in the lobby display window of the Pastoral Centre, and prepare drafts for communication in parishes.
- Assist in planning and promoting the Annual Friars' Student Writing Contest – liaise to prepare drafts of the poster, communication with parishes, Catholic schools boards and sponsors (The Catholic Register, the Atonement Friars), contact with students and preparation of materials for the Awards Ceremony (prizes, certificates).
- Assist in planning and promoting the Annual Season of Creation – liaise to prepare drafts of the poster, communication with parishes and Catholic school boards.
- Prepare, send, and follow-up with invitations for special events and prayer services as well as seasonal and holiday greetings.
- Work on budget and expense reports as required as well as follow-up with reimbursements of expenses and renewal of subscriptions and annual memberships.
- Update and maintain the Office webpages within the Archdiocese of Toronto's website, as well as social media sites for the Office (e.g. Facebook).
- Update and organize filing system, both paper and electronic.
- Order supplies from designated vendors.
- Attend weekend and evening meetings, seminars, and conferences, when necessary, on behalf of the Director.
- Other duties, as required

General Requirements:

- Post-secondary degree or diploma.
- A minimum of 2 years of previous administrative experience.
- Understanding of ecumenical and interfaith issues.
- Basic understanding of the nature of Catholic ecclesiology as it relates to Christian Unity and Religious Relations with Judaism.
- Familiarity with and knowledge of interfaith dialogue.
- Familiarity with contemporary issues related to Christianity and Judaism.
- Excellent communication, interpersonal and organizational skills.
- Competent in Microsoft Office (Word, Excel, Outlook, and Publisher) and computer usage.
- Ability to work independently, as well as in a team.
- Experience and knowledge of graphic design is an asset.
- Experience and knowledge of the Archdiocesan structure and processes is an asset.
- Must be legally entitled to work in Canada.
- A criminal background check will be required of the successful applicant.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format noting position number **2024-13** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **August 5, 2024**. We thank all applicants, however, only those 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.