



Archdiocese
of Toronto

Employment Opportunity

EVENT & PROGRAM COORDINATOR, ECUMENICAL & INTERRELIGIOUS RELATIONS

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

1155 Yonge St Toronto, ON M4T 1W2

Full Time (35 hours per week)

New Position

Level 10: \$45,660 – \$68,490

Overview:

The Office for Promoting Christian Unity & Religious Relations with Judaism and the Office for Interreligious Dialogue are seeking a Program Coordinator, Ecumenical & Interreligious Relations to provide administrative, event planning, research, and ministerial support to the Director. The Administrator will also assist, attend and participate in meetings, and represent at events, seminars, and conferences, at the Director's discretion. The role is responsible for handling the administrative duties and event logistics for both offices.

Responsibilities:

Programming & Event Planning

- Maintain a master events calendar and ensure Director is aware of schedules, deadlines and events
- Assist with the planning and implementation of events and related logistics for the Annual GTA Week of Prayer for Christian Unity Prayer Service and Festivals, the Annual Friars Student Writing Contest, and the Annual Season of Creation – liaise to prepare drafts of the poster, and communication with parishes and Catholic school boards, and other events as assigned
- Organize, plan, implement and promote the Annual Dominican Friars Youth Interfaith Video Contest and the Young Adults Interfaith Dialogue Group's events, and encourage leadership from dialogue participants; and other events as assigned
- Research and create ecumenical and interreligious resources including posters and programs for meetings, events, and prayer services
- Prepare and track event invitations and special accommodations for program and event participants, and follow up as needed
- Book meeting rooms, parking spaces and refreshments/lunches for meetings hosted by both offices
- 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) and use these tools to promote events
- Prepare meeting agendas, materials, and minutes for meetings

External Relations & Presentations

- Maintain external contact lists
- Write and prepare correspondence and memos
- Prepare materials for display at events

- Correspond, liaise, and communicate with ecumenical and interreligious partners, Chancery departments, parishes, school boards, and the public as required
- Aid in the greeting and reception of guests at events
- Represent both offices at events, meetings, functions and conferences as directed and share relevant updates with Director (some meetings occur outside of regular business hours during evenings and weekends)
- Share the Catholic perspective and present on relevant topics at ecumenical and interreligious events as directed
- Coordinate seasonal and holiday greetings to external partners

Office Administration

- Answer and direct phone calls and respond to general inquiries
- Process incoming and outgoing mail and courier packages
- Update and organize paper and electronic filing systems
- Order office supplies
- Work on budgets, expense reports and reimbursements of expenses
- Renew subscriptions and annual memberships
- Other related duties as assigned

General Requirements:

- Post-secondary degree, diploma or certificate in Theology/Divinity, Liturgy, Religious Education, or a comparable field
- A minimum of 3 years of previous administrative and event planning experience
- Thorough understanding of the nature of Catholic ecclesiology as it relates to Christian Unity, Religious Relations with Judaism, and Interreligious Dialogue
- Related experience in ecumenical and interreligious dialogue
- Familiarity with contemporary issues related to Christianity and Judaism as well as other religions
- Excellent communication, interpersonal and organizational skills
- Competent in Microsoft Office (Word, Excel, PowerPoint, Outlook), MS Publisher and Google suite, and registration platforms
- Well honed research skills and the ability to present on complex subject matter
- Ability to work independently, as well as in a team
- Excellent interpersonal and relationship building skills
- Experience working with internal and external stakeholders
- Experience and knowledge of graphic design is an asset
- Experience and knowledge of the Archdiocesan structure and processes is an asset
- Flexibility to attend evening and weekend meetings, seminars and conferences as needed
- Faith-based knowledge of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

Benefits:

This role is eligible for:

- 3 weeks of annual vacation upon hire
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan after 3 months with a 1%, 2% or 5% contribution match
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days

Any internal applicants wishing to be considered should submit their resume and cover letter in MS Word or PDF format noting position number **2025-05** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **March 3, 2025**.

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.