



Archdiocese  
of Toronto

## **Employment Opportunity**

### **Director of Ecumenical and Interfaith Affairs Office of Ecumenical and Interfaith Affairs**

Catholic Pastoral Centre – 1155 Yonge Street, Toronto, ON M4T 1W2  
Full Time (35 hours per week)

#### **Overview:**

The Office of Ecumenical and Interfaith Affairs with the Archdiocese of Toronto is seeking a full time Director of Ecumenical and Interfaith Affairs to maintain an ecumenical and interfaith profile for the Archdiocese. The successful candidate will report to the Moderator of the Curia and Vicar General.

#### **Responsibilities:**

- Be the official spokesperson for the Archbishop on Ecumenical and Interfaith matters as they arise
- Establish and maintain collaborative relationships with ecumenical and interfaith leaders within the Archdiocese
- Participate in a number of meetings of ecumenical and interfaith organizations
- Represent the Archdiocese on appropriate ecumenical/interfaith boards
- Represent the Archbishop, in his absence, at ecumenical and interfaith functions
- Chair the Ecumenical and Interfaith Commission of the Archdiocese
- Provide ecumenical and interfaith formation within the Archdiocese (e.g. zone meeting attendance, training sessions, newsletter articles, etc.)
- Respond to ecumenical and interfaith inquiries by telephone, correspondence and e-mail
- Travel to local and national workshops and keep up to date on emerging issues in the field
- Plan and, at times, participate in ecumenical and interfaith services
- Promote and preach regarding the annual Week of Prayer for Christian Unity within all parishes throughout the Archdiocese
- Publish articles and participate in public speaking engagements
- Liaise with other diocesan offices including the Office of Formation for Discipleship, the Office of Public Relations and Communications, and the Office of Spiritual Affairs
- Manage and provide direction to the Administrative Assistant supporting the Office of Ecumenical and Interfaith Affairs
- Prepare and manage the annual budget for the department
- Respond to ad hoc needs, as they arise
- Other duties, as required

### **General Requirements:**

- An advanced degree in Theology is preferred or be prepared to pursue ongoing education/formation, as necessary
- A solid understanding of Roman Catholic theology on ecumenism and interfaith dialogue
- A practicing Roman Catholic, well-rooted in his/her faith
- Experience dialoguing with representatives of other Christian traditions and other faiths
- The ability to articulate and communicate Roman Catholic perspectives to others
- Demonstrated proficiency in Microsoft Office – Excel, Word and Outlook
- Excellent interpersonal, communication and presentation skills
- Availability to work weekends and evenings, as may be required for special events
- Related work experience in the field would be an asset
- 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 2017-14** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **Monday November 27, 2017**. 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.*