



Employment Opportunity

Vocations Projects & Events Coordinator Office of Vocations

611 Manning Avenue, Toronto ON M6G 2W1

Modified Full Time (28 hours per week)

Posting # 2017-20

Overview:

The Office of Vocations (OV) is seeking a modified full time Projects & Events Coordinator who will work with other staff members to support Office of Vocations projects and events and handle the effective promotion of office outreach.

Responsibilities:

- Provide administrative support to Director and Vocations Office staff
- Update and manage the Office of Vocations website and archdiocesan webpage content
- Perform an array of administrative duties including:
 - Courteously receiving calls and greeting visitors
 - Responding to emails and office contacts
 - Maintenance of office databases
 - Maintenance of office inventories
 - Sundry duties as required
- Update and ensure full utilization of OV Facebook, Twitter and Blog
- Provide research, design and best production opportunities for OV promotional material such as posters, pamphlets and media-based resources
- Prepare, edit and produce video-based resources for Archdiocese of Toronto usage or to make accessible from OV website
- Work with Director to ensure goals in all areas of promotion and office communication are met
- Work with Director & staff to ensure event & program logistics protocols are met
- Work with Director & staff in project development for programs, events, special projects
- Stay current and abreast of ideal trending media opportunities for optimal target audience impact, develop strong best practices
- Work closely and foster a strong relationship seeking collaborative opportunities with Office of Public Relations and Communications
- Foster a strong relationship with other Catholic media
- Openness to development of this position required
- Other duties, as required



General Requirements:

- College diploma or University degree
- Minimum of three years of related work experience
- Excellent interpersonal, organizational and communication skills
- Experience with Microsoft Office Suite
- Experience with website and design software including Adobe Suite (Photoshop, Dreamweaver, Illustrator, Fireworks, Acrobat) and CorelDraw
- Experience working with SharePoint
- Familiar with audio/video software, such as iTunes, Handbrake and YouTube editor
- Experience with social media tools, platforms and analytics
- Creative thinker
- Ability to exercise a high degree of initiative
- Ability to multi-task with strong attention to detail
- Ability to work as a team player and independently
- Ability to effectively collaborate with multiple departments and stakeholders
- Ability to work in a flexible schedule environment ensuring opportunities to gather footage and input for various OV programs & events
- A faith-based understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- 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 **2017-20** to: **Director, Office of Vocations** at hr@archtoronto.org. Deadline for receipt of applications is **December 22, 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.