

Employment Opportunity

REGIONAL YOUNG ADULT MINISTER (WESTERN REGION)

The Office of Catholic Youth

830 Bathurst St. Toronto, ON M5R 3G1

Temporary Full Time (variable 35 hours per week including evening and weekend hours)

18 month contract

\$26 per hour

Overview:

The Office of Catholic Youth is seeking a temporary full time Young Adult Minister to initiate and run young adult ministry programs in the Western Region of the Archdiocese of Toronto. This position is responsible for the planning and execution of monthly events, coordinating of activity groups, and assisting with an annual retreat/conference.

Responsibilities:

- Identify the areas in need of development in the social, intellectual, pastoral and spiritual life of young adults
- Select qualified Western region volunteers for various roles
- Collaborate and empower West volunteers to organize monthly events in the West, comprised of themes which focus on: social, prayer, service, and faith
- Create a hospitable environment at all young adult events
- Perform management activities such as budgeting, scheduling, planning, and marketing
- Manage and direct the West volunteers in the planning and execution of events
- Coordinate the tasks of West volunteers throughout the planning process
- Monitor the planning process in order to ensure accurate completion of all details
- Maintain communication with West volunteers to discuss planning progress and to ensure objectives are attained
- Resolve any issues regarding West volunteers that may arise by acting as liaisons between dissenting parties, when necessary
- Identify, develop & utilize the talents and gifts of West volunteers and young adult participants
- Organize an annual team retreat and work with OCY to provide training for the Western Region volunteers
- Assist with Annual Young Adult Diocesan conference as needed.
- Work with the West volunteers and OCY to reach out to the local parishes and young adults ministries
- Prepare a written report to be submitted after each event with updates to all parishes/priests/Bishop/young adult ministry teams.
- Actively engage on social media to create a communal energy for the ministry.
- Create a positive environment, brand, culture and level of enthusiasm personified through the ministry
- Other duties, as required

General Requirements:

- A mature spiritual life in full communion with the Catholic Church
- The ability to work collaboratively in a team
- An awareness of the needs of young adults and an ability to relate well with this demographic
- An understanding of the secular and Catholic cultural landscapes
- An openness to travel for special work related projects
- College or university education and/or equivalent related experience
- Excellent interpersonal and customer service skills
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office - Excel, Word & PowerPoint
- Ability to prioritize, organize, meet deadlines and multi-task in a fast-paced environment
- Understand the importance of maintaining confidentiality
- High degree of attention to detail
- Knowledgeable of parish operations and the Catholic Church
- Adept at using social media to share ideas and information
- Able to work evenings and weekends as required
- Must have a valid driver's license and access to a reliable vehicle
- 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 **2024-05** to: **Stephanie Nargoz** at **hr@archtoronto.org**.

Deadline for receipt of applications is **March 18, 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.