



Employment Opportunity

RESEARCH AND RESOURCE DEVELOPMENT ASSISTANT

Office of Social Care and Community Outreach

1155 Yonge St Toronto, ON M4T 1W2

Full time (35 hours per week)

New Position

Level 10: \$45,660 – \$68,490

Overview:

The newly established Office of Social Care and Community Outreach is seeking a full time Research and Resource Development Assistant, who will report to the Director, to support the Office in the areas of research, writing, resource development, administration, event planning, and other related tasks. The Assistant will also host and/or participate in meetings, events and webinars as assigned by the Director.

The Office of Social Care and Community Outreach coordinates and accompanies works of social care and advocacy throughout the archdiocese, enabling active engagement in life issues and contemporary social and ecclesial matters guided by the principles of Catholic social teaching in view of contributing to an authentic culture of life and a civilization of love.

Responsibilities:

- Build and maintain a contact list of parishes, organizations, advocacy groups and individuals involved in social care and outreach in the archdiocese
- Collaborate in the development of the Office's work through the lens of evangelization, identifying local needs and using this information to advise the Director on engagement strategies
- Undertake research in related areas and provide written summaries, analyzing trends, priorities and challenges
- Create and/or draft documents, correspondence, reports, meeting materials and minutes, presentations, forms, posters, and website and social media content for review by the Director, ensuring accuracy and completeness
- Produce online and print resources for different audiences
- Coordinate the dissemination of good news stories, interviews or articles and produce in written or video format for the archdiocesan blog or other media channels
- Publish routine updates to the Office website as needed
- Assist the Director in planning and running meetings, webinars and events, both online and in person, including promotion, registration, responding to inquiries, pre/post event logistics, hospitality, invoicing and accounting
- Assist with special projects or participate in working groups as assigned by the Director
- Prepare display materials and host Office information tables at various conferences or events
- Manage and maintain integrated and comprehensive Office calendar
- Ensure budget and finances are accurately tracked and payments are processed in a timely manner
- Manage general office inquiries by email, phone and in person

- Process incoming and outgoing mail and courier packages
- Requisition office supplies and materials as required
- Acquire quotes from caterers, suppliers and vendors as needed
- Foster and maintain a good relationship with Chancery departments, parishes and other stakeholders
- Be available for after-hours functions as required
- Other duties, as required

General Requirements:

- Post-secondary degree in a related field; degree, diploma or certificate in theology, Catholic studies, or religious education an asset
- Two years' experience minimum in a related field
- Superior written and verbal English communications skills
- Well-honed research skills
- Excellent organizational skills and high attention to detail
- Strong service orientation and interpersonal skills
- Understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- Demonstrated interest in and knowledge of Catholic social doctrine and current social and ethical matters in Canada
- Knowledge of parish and Archdiocesan structures an asset
- Strong computer skills: MS Office 365 (Word, Excel, PowerPoint, Outlook) or similar productivity software suites, Zoom, MS Teams and web applications
- Experience in graphic design, video-editing and communication platforms an asset
- Ability to work with a minimum of supervision
- Ability to work independently and as part of a team
- Exercises discretion, tact and good judgement
- Flexibility to work evenings and weekends for meetings, seminars and conferences as needed
- 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

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format noting position number **2025-07** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **May 23, 2025**. 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.