Employment Opportunity

COMMUNICATIONS MANAGER
Office of Public Relations & Communications
1155 Yonge St Toronto, ON M4T 1W2
Full time (35 hours per week)
Replacement Position
Level 14: $72,368 – $108,552

Overview:
The Office of Public Relations & Communications is seeking a full time Communications Manager to assist the Director and team members in the effective management and implementation of the Archdiocese of Toronto's communications, public relations, media relations & government relations strategies.

Responsibilities:
- Support the Director of Public Relations & Communications in crafting key messaging (press releases, messaging for publications, etc.), serving as an archdiocesan spokesperson, managing media relations and overall issues management, as appropriate.
- Plan and coordinate archdiocesan events (project management, logistics, on-site staff support).
- Manage content on the archdiocesan website network.
- Assist in the planning & creation of content for social media channels.
- Write and edit sensitive communication for senior-level executives, including bishops, department heads, clergy, etc.
- Issues Management: prepare key messages and respond to a broad range of inquiries from numerous partners (media, parishes, Catholic community, general public).
- Assist in the implementation of government relations strategies and related projects.
- Edit print and digital projects to ensure accuracy and consistency.
- Develop close working relationships with parishes, ongoing communication with clergy, archdiocesan staff and other partners.
- Cross training and other duties as assigned.

General Requirements:
- University degree in communications/journalism or related field.
- Minimum of 7 years of experience in communications/public relations.
- Experience serving as an organizational spokesperson and nurturing relationships with a cross section of journalists.
- Excellent writing, editing and verbal communication skills.
- Experience in event planning including project management and event logistics.
- Government relations experience an asset.
- Able to infuse all communications with a spiritual and biblical perspective while remaining contemporary.

- Experience with issues and crisis management; ability to deal with sensitive information on an ongoing basis.
- Ability to multi-task and balance numerous projects in fast-paced, ever-changing environment.
- Experience working with Microsoft Office Suite.
- Experience with Episerver content management system an asset.
- Willingness to work flexible hours – evening, weekend work and some travel required.
- A faith-based understanding 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.

<u>Benefits:</u>

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 **2025-12** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **October 10, 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.