

Employment Opportunity

COMMUNICATIONS COORDINATOR

St. Isaac Jogues Parish

1148 Finch Avenue, Pickering, ON L1V 1J6

Temporary Full time (35 hours per week) – 1 Year Contract

Replacement Position

Target Hiring Salary: \$20 per hour

Overview:

St. Isaac Jogues Parish is seeking a temporary full time Communications Coordinator, who reports to the Pastor, to create and deliver the Parish's comprehensive digital media strategy as well as assist with sacramental preparation and office administration. The goal of this position is to develop and promote the use of new media in our evangelization, catechesis and outreach efforts. Working in close collaboration with the pastoral team, various ministry coordinators, and pastor, the Coordinator will assist the Parish in its effort to find new ways of fulfilling its mission, reaching out to both the gathered and the scattered.

Responsibilities:

- Develop and manage a comprehensive plan for the use of digital media in support of the Parish's mission
- Develop and implement ways to deliver catechetical initiatives and programs using new media, such as online formation
- Work with the pastor and parish team to plan and organize Catholic sacramental programming and preparation for Reconciliation, Eucharist, Confirmation, and Marriage
- Coordinate the parish's capital campaign by tracking weekly donations and preparing weekly deposits
- Assist with the creation of video messages for a variety of platforms and uses
- Manage all regular Parish-wide communications - including an electronic parish bulletin
- Maintain the Parish's digital presence through the website and social media
- Coordinate wedding ceremony details with the bride and groom, pastors, deacons, and musicians
- Prepare the weekly bulletin, communicate with ministry leaders for announcements, ensure appropriate distribution
- Update bulletin board with parish events and posters
- Maintain and update all Parish Sacramental Registers, and Mass Intention Calendar
- Create and update the parish calendar monthly
- Support Parish ministries, program activities and events with the creation of print and electronic communication
- Other duties, as required

General Requirements:

- Bachelor Degree or Certificate\studies in new media preferred or equivalent experience

- 2 years of Parish work or extensive volunteer experience in Parish ministry
- An understanding of the Parish mission and various ministries supporting the mission
- Ability to work independently and exercise sound judgement; ability to adapt to changing work priorities; ability to understand and follow instruction; ability to communicate well orally and in writing
- Demonstrated dependability, punctuality, efficiency and confidentiality; demonstrated organizational skills with an ability to assist in the handling of many different projects at the same time
- Knowledge of relevant software for digital media and basic photo and video editing, including but not limited to Flocknote, ecatholic.com, Canva, etc.; willingness to learn new software and programs and to stay current on existing and new social media
- 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

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Marc-André Campbell** at **stisaacjogues@archtoronto.org**. Deadline for receipt of applications is **June 13, 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.