

## **Employment Opportunity**

### **COMMUNICATIONS COORDINATOR**

#### **Our Lady of Sorrows Parish**

3055 Bloor St W Etobicoke, ON M8X 1C6

Part time (15 hours per week)

Target Hiring Salary: \$19 per hour

#### **Overview:**

Our Lady of Sorrows Parish is seeking a part-time Communications Coordinator to develop, support and implement parish communications. Reporting directly to the Pastor, the successful candidate will be responsible for producing the weekly bulletin, managing the parish social media: website, YouTube and myParish App, messaging on digital signage, supporting livestream communications, and creating newsletters and announcements in support of the parish pastoral vision.

#### **Responsibilities:**

- Develop timely, relevant and informative content to share with parishioners through the various parish communication platforms but not limited to the weekly bulletin, digital sign, website, myParish App, livestream, with the intent to inform and engage parishioners.
- Coordinate, collect, write and format content for print and online publication from key stakeholders in the parish, ensuring deadlines are met.
- Maintain a dynamic and updated web presence of Our Lady of Sorrows on the Parish website and myParish App.
- Contribute to the development and execution of internal and external communication strategies.
- Manage the content development for the digital signage on church property.
- Provide communication support for Mass livestreaming, as required.
- Oversee the communications digital board in the church vestibule and all other signage.
- Share input from the weekly bulletin communications, to be included in the weekly pulpit announcements.
- Write informative and engaging content as well as make edits related to all aspects of the parish communications for publication in newsletters, web and app content, and other digital and print communication channels.
- Ensure messaging reflects and is consistent with the parish Vision and Mission statement and in line with the parish branding.
- Support various parish ministries with their programs, activities and events with the creation of print and digital communications, as needed.
- Perform additional communication-related tasks as reasonably be assigned by the Pastor.
- Other duties, as required

### **General Requirements:**

- The individual will work 15 hours per week; reporting in-person at the parish office. Working from home is discretionary and not otherwise the norm for this role.
- Post-secondary diploma in Communications, Marketing, Journalism or related field.
- Working experience in internal and external communications.
- Able to manage multiple projects simultaneously and meet deadlines.
- Excellent command of English grammar; proficient in writing and proofreading with strong attention to detail.
- Demonstrates strong organizational abilities and effective interpersonal, communication, and team collaboration skills.
- Proficient in Microsoft Office; experience using Adobe InDesign and Canva, would be an asset
- Willingness to learn new software/programs and digital tools to stay current in relation to web content and social media (website, myParish app, YouTube).
- Demonstrates discretion and professionalism in handling sensitive or confidential information.
- Exhibits initiative and self-direction, while also being an effective team player.
- Committed to upholding the Vision and Mission Vision of Our Lady of Sorrows Parish, with an understanding of its ministries.
- 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: **Luisa McKee** at [lmckee@archtoronto.org](mailto:lmckee@archtoronto.org). Deadline for receipt of applications is **August 11, 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.*