

Employment Opportunity

STUDENT CAMPUS LEADER

Newman Centre Catholic Mission

89 St. George Street, Toronto, ON M5S2E8

8 Part-Time Contract Positions (4-8hrs per week)

Overview:

The Newman Centre Catholic Mission is seeking 8 Part Time Contract Positions for the 2025-2026 Academic Year to actively engage the students of the St. George Campus of the University of Toronto in the life of our Mission and Church on campus. Must be flexible to work both weekday evenings and weekends. They will be the first point of contact for anyone entering the Newman Centre and this role will have a focus on Hospitality, Relational Ministry, Evangelization, and Stewardship. Our Student Campus Leaders will be working as a collective part of the Campus Ministry Team and will be actively involved in chaplaincy activities such as the student outreach program, promoting and leading our chaplaincy events and programming, performing entry-level administrative tasks which includes being responsible for the social media platforms while on shift, participating in Development Activities, being Ambassadors of the Newman Centre and role models for all other students and volunteers, and performing other duties as assigned.

Reports to: Pastor & Executive Director

Shifts available: Monday to Friday 5pm – 9pm (2-person team each weeknight)
Sunday 10:00am – 1:00pm and 5:30pm – 8:30pm
Including 1 mandatory Saturday per month (10:15am – 2:15pm) for team meetings and/or training, and must be flexible to work extra hours based on Ministry needs, events, and programs.

Start Date:

Mandatory Training will be from 9am – 3pm starting on Wednesday, August 27th, Thursday, August 28th, and Friday, August 29th, 2025.

Work Shifts begin as of Tuesday, September 2nd, 2025 until April 30th, 2026.

Note: There are no weeknight shifts available on all Statutory Holidays, Reading Weeks, and during the Christmas Break.

Responsibilities:

- Work alongside all other staff members to drive the Newman Centre's Vision and Mission by being good stewards of our time, talents, and treasure.
- Create a welcoming and hospitable environment for guests, by greeting every guest as they enter, answering any inquiries, (could be through various communication channels, ie. in-person, by phone, or by email), directing visitors to the appropriate room or individual, and providing new guests with a tour of the Newman Centre/Parish if needed.

- Assist individuals with completing the new Parishioner Registration or contact update forms, filling out Volunteer Screening Forms, reserving mass intentions, handling donation inquiries, purchasing merchandise, registering for events, Sacrament inquiries, and all other requests.
- Maintain and manage social media accounts while on duty, which may include photography, videography, and/or editing of such material to be used.
- Actively invite and engage students into the life of the Mission to encourage personal growth and the building up of the community.
- Be a role model for the other students in living out the values and teachings of the Catholic Church.
- Contribute to the development, planning, and execution of chaplaincy activities, programs, and events which may include leading small group discussions, catechesis, or hosting the event/social/program.
- Build and maintain relationships with all key individuals, organizations/groups, and ministries that are a part of the Newman Centre, ie. Undergraduate and Graduate students, Alumni, Parishioners, Donors, Professors of the University of Toronto, and the Staff of the university, etc.
- Ensure that the conversations and the environment of the Newman Centre are conducive to the Mission of the Newman Centre and refer any serious issues to the Full Time Staff Team if any concerns arise.
- Actively participate in Development Initiatives, including phone call campaigns, preparing appeal letters, attending Conferences as a Newman Centre representative, and potentially speaking at parishes across the Archdiocese of Toronto.
- Responsible for the opening and closing duties of the Newman Centre and Parish at designated times.
- Assist students with reserving, taking out, and returning books from the Newman Centre Library. Also tidying up the library to maintain a clean appearance.
- Help with the set-up and clean-up for events happening during their shift.
- Keep the workspace, the Newman Centre, and the Parish tidy by maintaining its cleanliness and appearance.
- During the winter, assist with shovelling to keep all walkways, porch entrances, church entrance, and driveway clear of ice and snow and lay down salt as needed.
- Ensure all Newman Centre Catholic Mission/St. John Henry Newman Parish policies and guidelines are followed.
- Provide support to all the Newman Centre Staff Team and guests when necessary.
- Other duties, as required

General Requirements:

- Must be a current and full-time student enrolled in the 2025/26 academic year at the University of Toronto St. George Campus.
- Similar work experience or volunteer work in a chaplaincy or parish setting is an asset.
- Must be flexible and willing to work weekday evenings and weekends as needed.
- Must have strong communication skills, both written and verbal.
- Demonstrates ability to build rapport quickly, identify and understand the individual's needs, and respond to them accordingly.
- Must have strong administrative and computer skills. Experience in working with Microsoft Office, Google Docs, and Outlook.
- Must have knowledge and experience working with all major social media platforms and Canva.
- Must be willing to learn and make outbound telephone calls to support our Development Team.
- Ability to work independently and as a part of a team.
- Must be open to receiving feedback and coaching, and is able to quickly implement learnings.
- Must be willing to maintain and clean workspace and student Drop-In space areas as needed.
- Graphic Design and Video Editing Skills are an asset.
- A faith-based understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy.
- A criminal background check will be required of the successful applicant.
- Must be able to lift or carry up to 40lbs.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Rachelle Ezechiels** at **rachelle.ezechiels@newmantoronto.com**.

Deadline for receipt of applications is **July 31, 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.