

## **Employment Opportunity**

### **LAY PASTORAL ASSOCIATE – SCHOOL LIAISON**

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

3055 Bloor St W Etobicoke, ON M8X 1C6

Temporary Part Time (10 hours per week) – 8 Month Contract

Replacement Position

Target Hiring Salary: \$28.85 per hour

#### **Overview:**

Our Lady of Sorrows Parish is seeking a temporary part time School Liaison to support faith-based engagement with the local Catholic elementary school. This role involves planning and delivering monthly classroom visits, coordinating liturgical activities, and fostering meaningful connections between the parish and school communities. The successful candidate will work closely with the Pastor, school staff, and parish staff to promote spiritual formation among students from JK to Grade 8. This is a contract position covering a maternity leave until April 2026.

#### **Responsibilities:**

##### *School Visits*

- Plan and deliver monthly classroom visits tailored to all grades
- Select monthly themes in consultation with the Pastor, aligned with liturgical seasons and TCDSB virtues
- Prepare engaging content and coordinate visit schedules with teachers
- Remain available for extended Q&A or informal student engagement during lunch recess when possible

##### *Planning & Coordination*

- Research and develop age-appropriate materials for each grade
- Meet regularly with the Pastor for updates and guidance
- Communicate with teacher liaisons to ensure smooth scheduling and classroom access

##### *School Masses*

- Assist in planning and executing all school Masses, including one Kindergarten Mass
- Collaborate with teacher liaisons and music staff to coordinate liturgical roles and music selections
- Prepare Mass binders and review slide decks; assist with setup and technical support on the day of Mass

##### *Community Engagement*

- Participate in school events such as Curriculum Fair, concerts, and Confession preparation during Lent
- Coordinate with parish and school staff to schedule priests for Confessions
- Contribute to school newsletter (bi-monthly) and yearbook (annually)

- Other duties, as required

**General Requirements:**

- Practicing Catholic in good standing, committed to faith formation and evangelization
- A degree in theology, pastoral studies or religious education is preferable
- Experience working with children and youth in a Catholic educational or pastoral setting
- Strong organizational and interpersonal skills
- Ability to adapt content for various age groups and learning styles
- Comfortable using Google Docs and basic tech tools for scheduling and presentations
- Able to work independently and collaboratively with parish and school staff
- 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. Christopher Cauchi** at **fr.chris@sorrows.ca**. Deadline for receipt of applications is **Until the position is filled**. 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.*