



ST. MICHAEL'S CHOIR SCHOOL

66 BOND ST., TORONTO, CANADA M5B 1X2

Music Office: (416) 397.6367

Academic Office: (416) 393.5518

Employment Opportunity

Communications Coordinator

Choral Institute of St. Michael's Choir School

66 Bond Street - Toronto, ON M5B1X2

Part time (15-20 hours per week)

Salary: \$22.50-\$27.50 / hour

New Position

Overview

Founded in 1937, located in downtown Toronto, **St. Michael's Choir School** is a centre for musical and academic excellence. In partnership with the Toronto Catholic District School Board, and with a current enrollment of 250 boys, the choirs of SMCS tour and perform regularly, including weekly Mass duties at the Cathedral Basilica. **The Choral Institute of the School is seeking a part time Communications Coordinator** as part of our collaborative music team. Reporting to the Director of Operations, the successful candidate must be self-motivated, and detail oriented to provide support to all music staff and programs.

The Communications Coordinator manages and produces social media communications for St. Michael's Choir School in all applicable social media channels. Additional responsibilities include providing design services for the print and digital projects for the Choir School.

Responsibilities

- Create and post engaging social media messages and strategic campaigns through official St. Michael's Choir School media channels, including crafting visually appealing graphic promotions.
- Monitor and respectfully respond to comments and postings from followers of St. Michael's Choir School social media channels.
- Design print projects using original creative concepts including posters, brochures, presentations, programs, signage and more.
- Create digital and online projects including webpages, infographics, websites, and mini-sites.

Three symbols are one. At the centre of the Choir School's academic effort to make the universe (circle) intelligible to growing minds, is an experience of music (treble clef) for the praise of God in Jesus Christ (Chi Rho cross).

- Utilize analytical tools (e.g., Google Analytics, Hootsuite) to monitor and analyze social media activity with the goal to broaden the School's reach.
- Assist the Director of Operations on day-to-day support.
- Assist with the cataloguing and maintenance of the School Archives.
- Cross-training and other duties, as assigned.

General Requirements

- Certification or diploma in design with related web and publication experience.
- Proficiency in Microsoft Office (Word, Excel, Outlook), and G-Suite.
- Experience in a graphic design, particularly Adobe Creative Suite (Photoshop, Illustrator, InDesign) is an asset.
- Extensive experience managing social media platforms (e.g., Facebook, Instagram, Twitter, LinkedIn) and proficiency in analytics tools (e.g., Google Analytics, Hootsuite, Sprout Social).
- Strong organizational and multi-tasking skills, attention to detail, and ability to manage competing priorities in a fast-paced environment.
- Excellent written and verbal communication skills.
- Proactive approach to problem solving and resource management.
- Strong interpersonal skills, with the ability to encourage long-term professional relationships and to communicate with clarity and precision.
- Ability to work independently and as part of a collaborative team.
- A passion for music and a commitment to supporting the School's artistic endeavors.
- An understanding of the Catholic Church, its tenets and culture, and respect for its leadership and music.
- Occasionally required to lift office boxes and materials up to 50 lbs.
- 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 noting position number **202602** to: povolo@smcs.on.ca.

The start date is flexible, and the position will remain open until it 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 Choral Institute of St. Michael's Choir School provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.