



ST. AUGUSTINE'S SEMINARY

## **Employment Opportunity**

|                                        |                                                            |
|----------------------------------------|------------------------------------------------------------|
| <b>Position Title:</b>                 | <b>Communications Design &amp; Student Support Officer</b> |
| <b>Department:</b>                     | Academic                                                   |
| <b>Job Type:</b>                       | In-person; Full-Time (37.5 hours per week)                 |
| <b>Supervisor:</b>                     | Academic Dean                                              |
| <b>Number of Employees Supervised:</b> | N/A                                                        |
| <b>Salary Range:</b>                   | \$60,000 – \$65,000 per year                               |

### **Summary**

The **Communications Design & Student Support Officer** is responsible for coordinating and implementing the communication strategy of the Seminary. This includes development and day-to-day operation of website, email, social media, and print & video media assets. The incumbent will also support the Office of the Academic Dean and Director of the Institute of Theology in coordinating lay student co-curricular formation programs and online student experience.

### **Key Responsibilities**

#### *Communications Design*

- Strategy development and day-to-day operation of seminary website, Constant Contact email/newsletters, and social media assets, including content design & creation, content scheduling, analytics & optimization, and budgeting.
- Strategy development and project execution (content design and creation, content scheduling, print supplier and distribution sourcing and liaising, budgeting) for all print and video media projects.

#### *Student Support*

- Project Coordination and Administration: “Human and Spiritual Formation Program for Lay Leaders” (Lilly Endowment grant-funded project). Responsible for coordinating the production of video modules, web/app platform, development of student-facing communication and administration tools and processes, development of promotional materials, project budgeting.
- Develop, implement, and manage a student experience strategy for fully online MTS and CTS students under the direction of Academic Dean and Director of the Institute of Theology.

## Experience and General Requirements

- Certification or diploma in design with related web and publication experience
- Minimum three years of experience in a graphic design environment
- Certification or diploma in learning design and e-learning digital tools
- Experience with website, digital, and print design software (Adobe Creative Suite)
- Experience with website content management systems (Squarespace) an asset
- Experience with video production coordination
- Video editing experience an asset
- Experience with social media and email marketing tools, platforms and analytics
- Excellent interpersonal and English communication (verbal and written) skills
- Strong attention to detail and organizational skills
- Knowledge of Catholic Church organization & environment with the ability to infuse all communications with a spiritual and biblical perspective while remaining contemporary
- Ability to work as a team player in a setting with tight deadlines, communicating effectively throughout the process
- A criminal background check will be required of the successful applicant
- Legally permitted to work in Canada without company sponsorship

## Benefits

- Pro-rated three weeks of vacation & 12 paid sick days per calendar year upon hire
- Defined Benefit pension plan after 3 months with a 1%, 2%, or 5% contribution match
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long-Term Disability and Employee & Family Assistance Program)
- Discounted lunch available on-site

## About St. Augustine's Seminary

St. Augustine's Seminary of Toronto is the Major Seminary of the Roman Catholic Archdiocese of Toronto. Its primary mission is the formation of candidates for ordained priesthood in the Catholic Church. The Seminary is also mandated to form men and women aspiring to other ministries in the Church.

The Seminary's mission is undertaken in the context of committed ecumenical engagement as a founding member of the Toronto School of Theology, affiliated with the University of Toronto.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to **Dean Penafiel, Bursar (CFO)** at **dean.penafiel@utoronto.ca**

Deadline for receipt of applications is **5pm on Tuesday, October 28, 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), St. Augustine's Seminary of Toronto and 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.*