

Employment Opportunity

SUMMER MISSIONARY

Newman Centre Catholic Mission

89 St. George Street, Toronto, ON M5S2E8

1 Full-Time position (35hrs per week)

Overview:

The Newman Centre Catholic Mission is seeking 1 temporary full-time Summer Missionary, to support chaplaincy initiatives, programs, events, and ministry at the University of Toronto St. George Campus. This role involves assisting with the planning, coordination, and delivery of summer programs, as well as the development of student programming for the 2025/26 academic year.

Working closely with the Full-Time Staff Team, the Summer Missionary will help implement events and activities, support administrative tasks, and contribute to social media efforts. The role focuses on hospitality, evangelization, outreach, and faith formation, and may include leading small groups or giving talks. This is an ideal opportunity for a student who is passionate about faith, leadership, and community engagement.

Reports to: Pastor & Executive Director

Shift available:

Monday to Friday 9am – 5pm (35hrs/wk)

Must have the flexibility to work evenings and weekends as required, based on events and programming.

Start Date: May 5th, 2025 **to Completion Date:** August 22nd, 2025 (16 weeks)

Duties & Responsibilities:

1. Relational Ministry & Student Engagement

- a. Build and develop meaningful relationships with students, alumni, professors, and staff at the University of Toronto St. George campus.
- b. Foster a welcoming, inclusive, and hospitable environment at the Newman Centre.
- c. Greet visitors, answer inquiries (in-person, by phone, or email), and provide tours and information on the Centre's history and mission.
- d. Engage students in the Mission's life through participating and/or volunteering at events and programs to encourage personal growth and community building.
- e. Be a role model for students and promote a respectful atmosphere that welcomes everyone and recognizes the dignity of each person uniquely created by God.

2. Program Delivery & Development

- a. Assist in planning, organizing, and facilitating Summer Student programs.



- b. Contribute to the planning and development of student programming for the 2025/26 Academic Year, including:
 - i. Brainstorming ideas with the Full-Time Staff Team
 - ii. Drafting proposals and budgets
 - iii. Presenting proposals and receiving feedback
 - iv. Revising plans based on feedback and project goals
 - c. Implement approved programs, activities, and events in collaboration with the team.
3. **Administrative Support**
- a. Provide administrative assistance to the Full-Time Staff Team.
 - b. Assist patrons in completing necessary forms and documents.
 - c. Support Centre operations including opening/closing duties and maintaining cleanliness and order in communal spaces.
 - d. Help maintain the student library, study areas, and drop-in spaces.
 - e. Perform setup and cleanup tasks for events with the team.
4. **Communication & Promotion:**
- a. Promote upcoming programs and events to the appropriate constituents.
 - b. Assist in creating content and maintaining the Newman social media accounts.
 - c. To be an ambassador for the Newman Centre and speak about our mission and vision to potential donors, alumni, parishioners, students, and other community members.
5. **Teaching & Leadership:**
- a. Facilitate small group discussions.
 - b. Teach or deliver talks on various church teachings or topics of the faith under the guidance of the Pastor.
 - c. Take on leadership roles in event facilitation and community building efforts for the student community.
6. **Community Outreach**
- a. Student Outreach: Supporting the Campus Minister in efforts to grow the chaplaincy on campus.
 - b. Working with Seniors: Assist in developing a new program that teaches seniors how to use technology (phones, laptops, tablets, apps, etc.). Accompanying the Pastor in visits to retirement homes/hospitals/nursing homes to visit with parishioners and other community members as needed.
 - c. Visible Minorities: Participate in developing and delivering culturally relevant programming.
 - d. Women's Group: Help support a new initiative geared towards supporting young women in the workforce (alumni) through professional and personal development opportunities.

General Requirements:

- Must be a registered undergraduate or graduate student at the University of Toronto for the 2025-2026 academic year. Currently studying at the University of Toronto and will be in Year 2 or higher in the 2025-2026 academic year.
- Has missionary, campus, or youth ministry experience, preferably working with youth or young adults.
- Strong organizational, planning, time management, and decision-making skills.
- Flexibility with working hours and willingness to adapt to student timetables.

- Excellent communication and presentation skills, and is able to dialogue with students and adults about matters of the faith, church teachings, social justice issues, and scripture.
- Active in their Catholic faith, participating in the life of the Church, and living out the teachings of the Church.
- Interest and enthusiasm toward furthering the objectives and Mission of the Newman Centre.
- Ability to work independently and as a member of a team to complete assigned responsibilities and take ownership of work.
- Excellent writing skills, both written and verbal.
- Strong computer skills with social media skills, including creating posts and content for the Newman Centre Social Media pages and other mediums of communication.
- A criminal record check will be required of the successful applicant.
- Must be able to physically lift up to 40lbs.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to:

Fr. Mark Kolosowski at the following email address: **frmark @newmantoronto.com**

Deadline for the receipt of applications is **April 25th, 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.