



Archdiocese  
of Toronto

## **Employment Opportunity**

### **COMMUNICATIONS COORDINATOR**

#### **ShareLife and Development Office**

1155 Yonge St Toronto, ON M4T 1W2

Full time (35 hours per week)

Replacement Position

Level 10: \$46,117 – \$69,175

#### **Overview:**

The ShareLife and Development Office is seeking a full-time Communications Coordinator a fast-paced and high-demand communications function with multiple concurrent campaigns and priorities. Responsibilities include writing and editing for diverse audiences and platforms, contributing to the preparation of direct mail campaigns, and supporting communications needs across teams and organizational initiatives. The Coordinator will also analyze strategies, track performance through analytics, develop multimedia content, and manage social media to enhance ShareLife's visibility and engagement. The Communications Coordinator reports to the Communications Manager of ShareLife.

#### **Responsibilities:**

- Create compelling and engaging content for various communication channels, including (but not limited to) writing newsletters, emails, e-blasts, brochures, social media platforms, success stories, cases for support and ShareLife's annual Impact Report
- Develop concepts, prepare materials, and coordinate and execute logistics for webinars to inform the public of the work done by ShareLife and its agencies
- Enhance and execute the existing social media strategy by leveraging analytics tools and ongoing monitoring to increase ShareLife's online presence, improve audience engagement, and effectively promote programs and events
- Provide assistance both with planning and on-site support for ShareLife, as required
- Serve as a point of contact for inquiries by email/phone/mail from both internal and external stakeholders, including clergy, diocesan staff, donors, webinar participants, and the general public
- Liaise and collaborate with ShareLife agencies, Catholic Charities and its agencies, other departments in the archdiocese, as appropriate, in relation to ShareLife marketing and communications materials and initiatives
- Oversee and administer archdiocesan translation network
- Coordinate logistics for video shoots and photoshoots, ensuring smooth execution and high-quality content creation
- Other duties, as required

#### **General Requirements:**

- University Degree in English/Communications/Public Relations and/or equivalent related experience
- Minimum of three years of related work experience

- Excellent writing skills with experience in writing/editing for a variety of communication vehicles, experience with fundraising writing considered an asset
- Experience creating social media content for a large organization, especially on platforms such as Facebook, X, and Instagram, and utilizing data analytics to optimize content performance
- Strong attention to detail and organizational skills
- Excellent interpersonal and relationship building skills
- Demonstrated ability to deal with sensitive and confidential matters
- Working knowledge of Microsoft Word, Outlook and Excel, as well as Adobe Creative Cloudt
- Practical experience in design and video editing is an asset
- Proficient in website management, encompassing tasks such as content updates, SEO, and user experience enhancement, alongside adept utilization of Marketing Automation & Email Platforms for effective outreach and engagement
- Able to infuse all communications with a spiritual and biblical perspective while remaining contemporary
- Knowledge of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

**Benefits:**

This role is eligible for:

- 3 weeks of annual vacation upon hire
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan after 3 months with a 1%, 2% or 5% contribution match
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format noting position number **2026-04** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **April 14, 2026**. 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.*