

Employment Opportunity

DEVELOPMENT ASSISTANT, INTERNATIONAL PROGRAMS

ShareLife & Development Office

1155 Yonge St Toronto, ON M4T 1W2

Full time (35 hours per week) – Temporary 1 Year Contract

New Position

Salary: \$45,000 – \$50,000

Overview:

The ShareLife & Development Office is seeking a temporary full time Development Assistant, International Programs to support the Development Coordinator, International Programs with the processing of applications for special project funding. The Assistant will also review project files to ensure that completion reports have been received in a timely manner. This is a temporary 1 year contract position.

Responsibilities:

Administration of Special Project Requests

- Prepare project funding agreement for international programs and obtain the necessary approvals from the recipients.
- Obtain the banking information from recipients and work to confirm the information via a virtual meeting.
- Prepare bank transfer information for the processing of payments; follow up to confirm receipt of payments.
- Review project files to ensure that project completion reports have been received in a timely manner and recorded. Follow up with recipients that have reports outstanding.

General Requirements:

- College Diploma or equivalent
- Three to five years administrative experience, or equivalent
- Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Experience with database programs
- Knowledge of parish, Archdiocesan and Catholic Church structures and values
- Ability to work both independently and as a productive team member
- Enthusiastic, mature and excellent interpersonal and presentation skills
- Ability to multi-task and strong attention to detail
- Experience with grant management or international funding programs is an asset
- Experience in a not-for-profit organization would be an asset
- 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 noting position number **2026-18** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **September 25, 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.