



Archdiocese
of Toronto

Employment Opportunity

COMMUNICATIONS & SACRAMENTAL COORDINATOR

St. Isaac Jogues Parish

1148 Finch Ave Pickering, ON L1V 1J6

Modified full time (30 hours per week)

Replacement Position

Target Hiring Salary: \$22 per hour

Overview:

St. Isaac Jogues Parish is seeking a modified full time Communications & Sacramental Coordinator to facilitate the existing First Holy Communion and Confirmation Preparation programmes, and work collaboratively with the pastoral team to engage families in the life of the Parish. In addition, the coordinator is also responsible for various office and communication tasks.

Responsibilities:

- Prepare the calendar of required events for students.
- Facilitate required events (registration meetings, Enrollment Masses, catechetical meetings, retreats, etc.).
- Order required materials (books, Confirmation Crosses, etc.) and assemble packages.
- Assist families, while keeping them on track with preparation.
- Receive and place telephone calls, schedule appointments, prepare correspondence and process mail.
- Provide catechesis for children beyond common age for the sacraments who request reception into the faith or completion of the initiation sacraments.
- Develop a relationship with the schools connected to the parish. With a ministry of presence, visit the high school to offer volunteer possibilities and share school activities. In the elementary schools, connection will be especially important with those students who are in sacramental programs.
- Update information database regularly and related administrative duties.
- Prepare and produce the weekly bulletin. Gather and edit the content and layout of the bulletin and complete it in time for final printing.
- Create and post social media messages through official parish social media channels, including the creation of strategic campaigns and interesting graphic promotions.
- Monitor and respectfully respond to comments and postings from followers of parish social media channels, representing the official voice of the parish in these environments.
- Design print projects using original creative concepts, including posters, brochures, presentations, programs, signage and more.
- Coordinate, write and edit key digital and print parish publications. Create, edit and review content for parish website.
- Source and liaise with relevant suppliers for quotes, proofs, ongoing project management, final delivery and invoice detailing.
- Utilize analytical tools to monitor and analyze social media activity with the goal to broaden the ability to evangelize through digital content.

- Assistance at parish events as required.
- Recruit and train volunteers as required.
- Other duties, as required

General Requirements:

- Certification or diploma in office administration, design with related web and publication experience, or equivalent required.
- 1-2 years of related experience.
- A mature spiritual life in full communion with the Catholic Church.
- Must be knowledgeable about the Sacraments and able to communicate their importance to students and parents.
- Ability to teach students as young as 7 years old, up to high school teenagers.
- Experience with website and design software, including Microsoft Office Suite and Adobe Creative Suite.
- Extensive experience with social media tools, platforms and analytics.
- Experience working with website Content Management Systems (experience with Episerver an asset).
- Excellent interpersonal, organizational and communication skills.
- Knowledge of Church organization and environment – able to infuse all communications with a spiritual and biblical perspective while remaining contemporary.
- Ability to honor and maintain confidentiality.
- Able to work evenings and weekends as required.
- Must have a valid driver's license and access to a reliable vehicle.
- Experience with Sacramental Preparation and/or Youth Ministry is an asset.
- Has a willingness to work with the Pastor, Pastoral Team and Sacramental Preparation Team to ensure the ministry is conducted with efficiency, decorum and reverence.
- 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 vacation at 30 hours per week
- 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 to: **Fr. Jobby Muppathiyil Joseph** at **JMuppathiyilJoseph@archtoronto.org**. Deadline for receipt of applications is **August 26, 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.