

CAREER OPPORTUNITY for

Program Coordinator (Full-Time)

St. Francis Xavier Chaplaincy, Calgary

OVERVIEW

The Program Coordinator is responsible for the overall day-to-day operations, services, events, and programs of the St. Francis Xavier Chaplaincy. Responsibilities include managing and coordinating various programs and initiatives to support the spiritual growth and well-being of the participants within the Chaplaincy community. The Program Coordinator will act as a liaison with partner organizations, principally the Diocese of Calgary, St. Mary's Cathedral, colleges/universities institutions, and local ministries. This role involves working closely with the St. Francis Xavier Chaplain, diocesan leadership, clergy, volunteers and other stakeholders to develop, implement and evaluate initiatives/programs that promote the Catholic Faith, provide pastoral care and foster community engagement.

RESPONSIBILITIES

Pastoral Programming:

- Collaborate with SFXC Chaplain(s), Diocesan leadership and other stakeholders to identify the needs of the Chaplaincy community and develop relevant programs and initiatives to address those needs. This may include, but is not limited to:
 - research programming (bible study, catechesis, etc.)
 - organizing retreats, workshops, formation, and other spiritual activities
 - providing pastoral care to individuals and groups within the Chaplaincy community
- Strategic and business planning for the ongoing operations and procedures of SFXC
- Coordinate use of space with designated parish (St. Mary's Cathedral and Catholic Pastoral Centre) and outside organizations
- Provide oversight to and management of the SFXC General Council
- Stakeholder management
- Administration work for sacraments (recording, scheduling, registration for all sacramental prep., etc.) and coordinate the generation and retention of sacramental records with designated parish

Volunteer Management:

- Administration, management and retention of volunteers and promotion of new volunteer opportunities
- Screen volunteers according to Strengthening Our Parish Communities requirements
- Maintain and update a volunteer database
- Provide oversight to and management of the SFXC General Council
- Coordination of volunteers for SFXC sub-committees

Event Coordination and Community Engagement:

- Coordinate the implementation and management of various programs, initiatives, events, and activities, ensuring effective communication and collaboration with clergy, volunteers, and program participants. This may include, but is not limited to:
 - Arranging for backup priests
 - Scheduling Masses (including on campus) and office hours
 - Coordinating retreats
 - Supporting tasks for liturgical music (including licensing, ordering music, etc.)
 - Ordering books/ workbooks for liturgical use (baptism prep, RCIA, marriage, bible studies)
 - Organizing all liturgical files
- Arrange logistics, such as scheduling, venue booking, and resource allocation, to ensure smooth delivery
- Foster community engagement and collaboration by organizing social events, networking opportunities, and community outreach initiatives
- Act as a liaison between the diocese and local Catholic organizations, promoting partnerships and shared initiatives

Administration:

- Maintain and update SFXC participant database and other documentation databases
- Maintain accurate records of program activities, participant feedback, and outcomes
- Prepare regular reports for the diocesan leadership, highlighting achievements, challenges, and recommendations for improvement
- Manage a digital and paper document management system & archives
- Receive and collate feedback/communications and assist in responding to inquiries in collaboration with the Chaplain
- Development and maintenance of SFXC documentation, processes, procedures and policies
- Liaison with vendors (contracts, etc.)

Financials/budget administration:

- Review and adjust budget and document budgeting requirements
- Maintain and update budget and financial transactions, including but not limited to, expenses, reimbursements, invoices, etc.

Communication:

- Develop marketing and promotional materials for programs and events. Utilize various communication channels, including but not limited to, social media, newsletters, and the SFXC/Diocesan website, to raise awareness and encourage participation
- Manage, coordinate, and update internal communications with internal and external stakeholders, including but not limited to Diocesan leadership, SFXC General Council, designated parish (St. Mary's Cathedral), Volunteers, etc.
- Social media engagement and management
 - Maintain a social media presence on various platforms
 - Website maintenance and updates
 - Analyze activity on social media
- Other duties as assigned

QUALIFICATIONS

- Practicing Roman Catholic with a deep understanding and commitment to Catholic teachings, values, and traditions with a zeal for the Church's evangelizing mission
- University degree or advanced education in Theology, Pastoral Studies, or a related field is preferred
- Experience in program coordination, preferably within a religious or faith-based organization
- Previous experience with SFXC or in a chaplaincy, religious institute or related ministry is considered an asset
- Strong interpersonal and communication skills, with the ability to engage and relate to individuals from diverse backgrounds
- Excellent organizational skills, with the ability to manage multiple programs and prioritize tasks effectively
- Compassionate and empathetic nature, with the ability to provide pastoral care and support to individuals in need
- Strong interpersonal skills
- Experience developing and managing budgets and financial records
- Ability to work independently and collaboratively as part of a team
- Experience in event planning is considered an asset
- Willingness to learn new skills as required
- Demonstrated self-initiative and proven ability of time management, discretion and confidentiality, is required

HOURS OF WORK

Full time position, 35 hours/week. Flexibility with hours is required due to the nature of this role and will include some evenings and weekends. Ability to travel.

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium *Sexual Abuse Prevention* online training modules
- Sign the Agreement to Model Code of Conduct

PHYSICAL DEMANDS

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Potential exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone calls, general workload demands
- Occasional lifting to 10 lbs/4.5 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching above shoulders, stooping and bending forward from standing position, carrying of objects

WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 3 months of employment
- Personal/Flex days
- Opportunities for employee development

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until noon on **Tuesday, May 21, 2024**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.