



Regis College

Jesuit School of Theology in Canada

La Faculté Jésuite de Théologie au Canada

100 Wellesley Street West

Toronto ON M5S 2Z5

EMPLOYMENT OPPORTUNITY

Communications and Marketing Coordinator (1 year contract)

Regis College is a Catholic, Jesuit graduate school of theology, affiliated with the University of Toronto through the ecumenical Toronto School of Theology. It aims to form women and men for ministry and service in the Church and society according to the charism and traditions of the Society of Jesus and insights of the Spiritual Exercises of St. Ignatius of Loyola.

Purpose: Reporting to the Office of the President, this position will provide timely and creative marketing and communication messaging, tactics and techniques to increase the visibility and attraction of Regis College as a place of teaching, learning and research in the Jesuit tradition.

Responsibilities: Activities are premised on the promotion of the Jesuit brand.

- Utilize marketing and communication tools, techniques and initiatives to increase the profile of the College within the Toronto area and beyond.
- Manage the creation, production and dissemination of the school's newsletter, winter and spring appeals, Christmas cards etc.
- Review current communication/marketing practices and promotional materials with the objective to identify new and innovative branding initiatives.
- Serve as content developer for the website and social media - maintain a process to keep these outlets current and relevant.
- Process and receipt donations on an on-going basis.
- Design and implement events to expand the pool of friends/potential donors to the college.
- Establish procedures for measuring traffic flow on the website and through social media.
- Demonstrate initiative to bring forth new ideas and strategies to enhance and develop this position.

Qualifications:

- Bachelor's degree or higher, preferably in marketing, English/journalism, theology or a related communications field.
- 2+ years of marketing, communications, media or public relations experience.
- Demonstrated interest and understanding in the faith-based traditions of the Catholic Church and the Society of Jesus (Jesuits).
- Ability to multi-task with a strong attention to detail.
- Excellent writing skills for newsletters and various digital communications
- Strong verbal and inter-personal communication skills.
- Creative thinking, initiative, organizational and problem-solving skills
- Highly proficient working knowledge of the latest software programs, MS Office Suite along with website and design software including but not limited to Adobe Suite and CorelDraw.
- Demonstrated experience with social media tools, platforms, and analytics
- Basic video and graphic design skills desirable
- Some knowledge of French is preferred.

To apply, please submit your resume and cover letter in MS Word or PDF format to julie.cachia@utoronto.ca by Friday August 3, 2018.

We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.

Regis College complies with the Accessibility for Ontarians with Disabilities Act (AODA) and will provide reasonable accommodations to individuals with disabilities. If contacted for an interview, and accommodations are needed, please inform us at that time.

July 11, 2018