



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

Associate Director

Msgr. John May Fraser Centre for Practical Theology, Regis College

Regis College established the Msgr. John Mary Fraser Centre for Practical Theology in 2018 as a platform for dialogue and reflection on the role of faith in society. In responding to this goal, the Fraser Centre aims to foster theologically informed and socially responsible scholarship, responding to questions of concern for faith communities and their members through research, publications, and community outreach

The Fraser Centre is seeking an organized, dynamic, outgoing, and dedicated individual for the position of Associate Director. The successful candidate will implement the Centre programs, liaise with its academic and community partners, and support the vision of the Centre.

Responsibilities and Duties:

- Administer and host Centre activities under the guidance of the Director of the Fraser Centre
- Collaborate with the Director in planning events/projects
- Ensure the programming commitments of the Centre are met
- Curate content of the website and inter-faith library and updating the website in collaboration with Regis College's web-master
- Recruit volunteers and creating invites for events
- Maintain an updated database of inter-faith contacts
- Facilitate fundraising initiatives for the Centre in collaboration with the development officer of Regis College
- Promote posts and materials through social media
- Develop a quarterly e-newsletter reporting the Centre's activities
- Produce an annual report documenting the Centre's operations

Qualifications:

- Excellent organizational, communication, and writing skills
- Experience in writing and editing academic and popular materials
- Ability to work to a deadline
- Interest and expertise in the Fraser Centre's research foci (practical theology: inter-religious dialogue, religious pluralism, social justice, spirituality)
- Ability to create web-based formats and materials
- Relevant studies in theology, the humanities, and/or the social sciences
- Some knowledge of French preferred.

SALARY AND HOURS

\$12,000.00 per academic year (36 weeks)

16.5 hours per week for 36 weeks

To apply, please submit your resume, cover letter and the name of three references in MS Word or PDF format to Academic Dean Susan Wood at susank.wood@utoronto.ca. Review of applications will begin September 6 and continue until the position is filled.

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.

August 26, 2019