



# NEWMAN CENTRE CATHOLIC MISSION

at the University of Toronto's St. George Campus

89 St. George Street  
Toronto, ON M5S 2E8  
416-979-2468  
[www.newmantoronto.com](http://www.newmantoronto.com)

## JOB DESCRIPTION

**Job Title:** Newman Centre Chaplaincy Missionary

**Available positions:** 2

**Purpose of Position:** The Newman Centre Chaplaincy Missionaries' primary role is to support pastoral and relational ministry at the Newman Centre through student-focused relationship development and practical administrative support for Newman staff members. The Chaplaincy Missionaries will help develop programming for the Chaplaincy in the upcoming school year 2022/2023. The Missionary role will involve catechetical, liturgical, organizational, and facilitating duties in order to experience the breadth of comprehensive campus ministry.

**Reports to:** Pastor and Executive Director

**Works closely with:** Campus Minister  
Communications Coordinator and Administrative Assistant  
Operations Manager  
Volunteers and student participants

**Regular Working Hours:** Typically, this role will be required to work as follows:  
35 hours per week  
Weekdays 10 AM - 6 PM  
Must be flexible to work evenings and weekends as required based on Mission needs.  
Term: May 2022 - August 2022

**The successful candidate will possess the following skills and qualifications:**

- Must be a registered undergraduate or graduate student at a post-secondary institution for the 2022-2023 school year.
- Currently studying or has already attained an undergraduate degree in Theology and is in Year 2 or higher.
- Has missionary or campus ministry experience, preferably working with youth or young adults.
- Strong organizational, planning, time management, and decision-making skills.
- Flexibility with working hours and willingness to adapt to student timetables.
- Excellent communication and presentation skills, and is able to dialogue with students and adults about matters of the faith, church teachings, social justice issues, and scripture.

- Active in their Catholic faith, participating in the life of the Church, and living out the teachings of the Church.
- Interest and enthusiasm toward furthering the objectives and mission of the Newman Centre.
- Ability to work independently and as a member of a team to complete assigned responsibilities and take ownership of work.
- Excellent writing skills, both written and verbal.
- Strong computer skills with social media skills, including creating posts and content for the Newman Centre Social Media pages and other mediums of communication.
- A criminal record check will be required of the successful applicant.

## **Job Duties:**

### ***Formative***

- Assist with the planning, development, and coordination of the Faith Study program, Bible Study, and any other faith formation programs that will be implemented in the school year 2022/2023.
- Lead faith studies as needed.
- Communicate with and support student groups that meet at the Newman Centre (ie. Women's/Men's Group, Newman Catholic Students' Club, U of T Chinese Catholic Community, Bioethics Students Club, Society of Catholic Scientists, etc.)
- Working alongside all other employees to build community, participate in fellowship, and encourage students to participate in Newman Centre liturgical events, activities, programs, volunteer work, etc.
- Participating in discipleship activities, ie. student mentorship
- Providing catechetical support or instruction to students
- Attends Bi-Weekly Mentorship Meeting with Campus Minister or Pastor
- Attends Newman Weekly Staff Meetings as required

### ***Organizational***

- Under the direction of the Pastor and Campus Minister, the Chaplaincy Missionary will provide assistance with the administration and coordination of student initiatives, events, and programs for the school year 2022/2023. This includes but is not limited to: Retreats, Semester Launch Events, Outreach Activities, Newman Nights, Bible Study, Student Leaders training, etc.
- Assist with the hospitality and coordination of other Newman events (ie. Talks, Retreats, Dinners, Meetings, etc.)
- Assist with recruiting volunteers for Sunday and Weekday Masses during the Summer
- Providing backup reception duties at the Reception Desk when needed.

***This position is subject to grant approval.***

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to **Fr. Mark Kolosowski** at **frmark@newmantoronto.com**.

This position is available until filled. We thank all applicants, however, only those selected for an interview will be contacted.