



## Project Coordinator, Walking in Service

<b>Position Title:</b>	Project Coordinator, <i>Walking in Service</i>
<b>School:</b>	Regis College, University of Toronto
<b>Supervisor:</b>	Office of the President
<b>Compensation:</b>	[TBD]
<b>Terms:</b>	.75 FTE As soon as possible– December 31, 2030
<b>Hours:</b>	4x/week, in-person. Some evenings and weekends, with travel.

Regis College is the Jesuit Faculty of Theology at the University of Toronto (UofT) and one of North America's Roman Catholic ecclesiastical faculties. Regis is also one of seven founding members of the Toronto School of Theology (TST) and is the Anglophone Section of the Ecclesiastical Faculties of the Society of Jesus in Canada. Inspired by the charisma of St. Ignatius of Loyola and faithful to the Roman Catholic tradition, Regis serves women and men, Jesuits and other religious, Canadian and international students called to minister to people of many faiths and cultures, for service as chaplains, professors, educators, parish assistants, spiritual guides, youth ministers, pastors program coordinators, and justice advocates. Our community seeks to promote an integrated spirituality, a faith that does justice, critical dialogue and academic excellence.

In 2020, Regis College and the University of St. Michael's College federated to operate the Regis St. Michael's Faculty of Theology. For more details about the Regis St. Michael's Faculty, see <https://regiscollege.ca/> and <https://www.rsmtheology.utoronto.ca>. Details about the Toronto School of Theology are at <http://www.tst.edu>.

### POSITION SUMMARY

Regis College is hiring a Project Coordinator to support the launch and delivery of the *Walking in Service* Indigenous Ministry Formation Project, made possible by a grant from the Lilly Endowment's *Pathways for Tomorrow* Initiative. This project supports the formation of Indigenous congregational leaders within the Roman Catholic Church in Ontario and Quebec, building on four decades of institutional engagement between Regis College and Indigenous communities across Central Canada.

Reporting to the Office of the President, the Project Coordinator administers the operational, logistical, and relational dimensions of the project across its five-year grant period (2026–2031). The Project Coordinator plays a central role in sustaining community relationships, supporting

student recruitment and program delivery, coordinating faculty professional development, and ensuring accountability through evaluation and reporting.

## **DUTIES & RESPONSIBILITIES**

### **Community engagement & consultation:**

- Build and nurture respectful, reciprocal relationships with Indigenous ministerial training sites, community partners, elders, and diocesan contacts across Ontario.
- Coordinate site visits to Indigenous communities (minimum two per year on a rotating basis) and organize listening circles with participants, elders, congregants, and clergy to ensure that engagement is community-informed and guided.
- Work collaboratively with participants to document and reflect on insights shared in listening circles, and share learnings with the Office of the President, RSM administration, and faculty.
- Support outreach to regional Catholic school boards and represent the program at relevant ecclesial gatherings, including meetings of the Assembly of Catholic Bishops of Ontario (ACBO).
- Coordinates with the Regis President's Office to deliver outreach educational programming focused on Indigenous cultures and languages through the Regis Windows on Theology series.

### **Recruitment & admissions:**

- Serve as a first point of contact for prospective Indigenous students; encourage applications and follow through to enrollment. Coordinate with the Student Engagement and Admissions Officer, RSM.
- Coordinate recruitment outreach through site visits, newsletters, email, and community networks; support the development of marketing and recruitment materials.
- Liaise with the Student Engagement and Admissions Officer and the Basic Degree Director to support admissions processes, working to recognize diverse educational pathways and life experiences.
- In collaboration with the RSM Awards Committee, support scholarship application processes and students.
- In collaboration with the RSM Dean's office support student access to institutional accommodations.

### **Program administration:**

- Coordinate annual project cycles with the RSM Dean's Office including planning sessions, course scheduling, faculty release coordination, and program reviews.
- Support the logistics of land-based course offerings at Indigenous-managed educational sites, including accommodation and travel arrangements.
- In collaboration with the RSM Dean's Office, coordinate professional development workshops for faculty (trauma-informed practice, Indigenous pedagogy, online course design).
- Administer the mentorship program and support student academic and institutional navigation services.

- Provide administrative support to the Office of President, including expense reporting, scheduling, and event planning related to the grant.
- Build and sustain respectful, reciprocal relationships with First Nations House to support Indigenous students' access to services, community, and culturally relevant resources within the broader Toronto School of Theology and University of Toronto network, guided by principles of care, respect, and collaboration.

#### **Evaluation & reporting:**

- Support quantitative and qualitative data collection including enrollment figures, student satisfaction surveys, and listening circle summary reports.
- Liaise with the external Indigenous educational consultants conducting independent program evaluation.
- Prepare reports for the Office of the President, Dean, Governing Council, and Lilly Endowment as required.

#### **Communications:**

- Contribute project updates to Regis's bi-weekly internal newsletter and the quarterly *Regis Friends Quarterly* for alumni and benefactors, and RSM newsletter.
- Maintain up-to-date contact lists for community, ecclesial, and academic partners; ensure consistent and appropriate messaging across relevant platforms.
- Celebrate student and community achievements through appropriate social media and institutional and public communications.

### **SKILLS & EXPERIENCE**

- Minimum 2 years' experience in program coordination, community engagement, or administration in an educational, not-for-profit, or ministry setting.
- Demonstrated experience working respectfully and effectively with Indigenous communities, with strong ability to foster culturally safe spaces.
- Thorough knowledge of First Nations, Métis, and Inuit Peoples in Canada, especially in relation to the Roman Catholic Church.
- Excellent oral and written communication skills, including report writing and facilitation.
- Friendly, outgoing, and relationship-oriented, with well-developed interpersonal skills.
- Ability to manage multiple priorities with attention to detail across a long-term, multi-stakeholder project.
- Proven team worker able to collaborate with faculty, students, community members, and ecclesial leaders.
- Proficiency with virtual meeting platforms (Zoom, Teams) and standard office software (Word, Excel, email newsletters).
- Valid driver's licence and willingness to travel within Ontario and Quebec, including to remote communities.

### **EDUCATION & QUALIFICATIONS**

- Post-secondary degree in a relevant field (Indigenous studies, theology, education, social work, or related discipline) is required.
- An advanced degree or coursework in theology or pastoral ministry is desirable.
- Lived experience of relationality with Indigenous communities and/or professional experience in a parish or faith-based setting is desirable.

**Applications can be sent via email to:**

Chair, Walking in Service Program Coordinator Search Committee:

regis.presidentsoffice@utoronto.ca Review of applications will begin June 1, 2026, and will continue until the position is filled. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Only those considered for an interview will be contacted.

Regis College's Catholic mission is strongly committed to the dignity and inclusion of all persons and especially welcomes applications from underrepresented communities. If you require accessibility accommodation, please contact the Director, Regis President's Office at: 416-978-0138 or regis.presidentsoffice@utoronto.ca