

ASSISTANT COORDINATOR

Ministries and Outreach Office (2-year contract)



Archdiocese
of Vancouver

Job Description

The Assistant Coordinator is dedicated to the evangelizing mission of the Roman Catholic Archdiocese of Vancouver with a special emphasis on strengthening marriages and families who are the primary recipients and agents of evangelization.

Responsibilities

The Assistant Coordinator will collaborate within a team to encourage and assist parishes to develop their own marriage and family ministry, helping local communities to see themselves as a “family of families” (Pope Benedict XVI).

1. Work with a team to establish a flourishing Marriage Mentorship program as an extension of the marriage-prep program with clear collaboration and support for the pastor, deacons, and other ministry leaders in parishes.
2. Increase evangelizing outreach to the peripheries of our parishes, with the intention of providing accompaniment and support to individuals and families who have a greater probability of experiencing isolation and rejection within our parish communities.
3. Research and evaluate pastoral programming on divorce/separated care. Initiate pastoral programming on divorce/separated care through strategic partnerships.
4. Evaluate the Catholic Grandparents Association and work with parish/movements representatives to establish it within the Archdiocese of Vancouver.

Desired Skills and Experience

- Knowledge of, and desire, to promote Church teaching on life, marriage and family issues;
- Basic knowledge and skills in planning, organizing, communicating, administering, managing and training staff and volunteers effectively;
- Working knowledge of Microsoft Office applications, including Word, PowerPoint, Outlook and Excel;
- Excellent communication skills.

Assistant Coordinator
Ministries and Outreach Office
January-2019

Minimum Qualifications:

- Active practicing Catholic who understands and supports the teachings of the Catholic Church;
- A passion for upholding marriage and family values according to the Gospel;
- BA degree and/or professional or ministry experience in evangelization or marriage and family ministry;
- Experience in marriage and family ministry at the parish or diocesan level.

Working Environment

- Full-time, two (2) year contract;
- Excellent Group Benefits plan with option to opt into Group Pension plan;
- Ability to work evenings and weekends as required.

Deadline to apply: February 11, 2019

Please submit a résumé and cover letter with “Assistant Coordinator” in the subject line to:

Human Resources Office
Roman Catholic Archdiocese of Vancouver
Email: humanresources@rcav.org
Website: www.rcav.org/employment

Thank you for your interest; only shortlisted candidates will be contacted.