



Archdiocese  
of Toronto

## **Employment Opportunity**

### **STUDENT LEADER**

#### **Newman Centre Catholic Mission**

89 St. George Street, Toronto, ON M5S2E8

6 Part-Time positions (5-8hrs per week)

#### **Overview:**

The Newman Centre Catholic Mission is seeking 6 part-time Student Leaders, who are flexible to work evenings and weekends. Their primary role will be to actively engage University of Toronto students in the life of the Mission, the Newman community, and to be ambassadors of the Newman Centre, promoting our student events and programming. Student Leaders will be tasked with recruiting and leading a team of student volunteers. The role will have a focus on hospitality, relational ministry, and evangelization, while coordinating and facilitating different aspects of ministry events and programming along with the Campus Minister. They will be working as a collective part of the Campus Ministry Team. Each Student Leader will be leading one of the following teams:

1. Liturgy
2. Evangelization
3. Formation
4. Social Justice
5. Music
6. Media

**IMPORTANT:** In your cover letter, please indicate your interest in the top 3 Teams (#1 being your first choice), that you would like to lead and that your skills, talents, and experiences, are best suited towards.

**Reports to:** Pastor and Executive Director

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

#### **Shifts available:**

5-8 hrs per week (Monday to Friday, including evenings and weekends depending on Events and Program Schedule). Will be required to attend Team Training and Formation every other Saturday morning for 3-4hrs.

**Start Date:** Mandatory Training will be from 9am – 5pm on Thursday, August 31<sup>st</sup> and Friday, September 1<sup>st</sup>, 2023. Work Shifts begin as of Tuesday, September 5<sup>th</sup>, 2023 until April 30<sup>th</sup>, 2024.



**Responsibilities:**

- Lead the Tabling activities and Clubs Fair activities during the opening weeks of each academic session as a team.
- Recruit, train, and lead a group of student volunteers for their respective team alongside the Campus Minister and Pastor & Executive Director.
- Support and contribute to the development, planning, promoting, coordinating, and facilitating the Campus Events and Programming of the Newman Centre and joint Parish events and activities.
- Manage communication with team members and provide regular reports both verbally and in writing, which will require administrative duties to be completed upon scheduled dates and times.
- Work alongside all employees to foster a Spirit of Service and Community within the Newman Centre.
- To be present at the Newman Centre as role models for their peers in living out the values and teachings of the Church. Participating as an active member of the community.
- Regularly coordinate, and meet with their team members twice a month. Providing updates to the Pastor & Executive Director and Campus Minister in their regular bi-weekly sessions. Attendance records to each meeting and minutes should be kept.
- Specifically for the Music Team Lead:
  - Conduct or direct the Music Ministry Team
  - For each liturgical event and/or chaplaincy event, you will be required to prepare the song list and gain approval by the Pastor & Executive Director
  - Coordinate regularly scheduled practice sessions with the music team members
  - Ability to read sheet music and is currently receiving formal training in Music
- Specifically for the Media Team Lead:
  - Strong knowledge of social media apps and creating engaging posts
  - Recruit student volunteer photographers who have the capability to capture events and programming in a professional manner
  - Working with the Communications Coordinator to ensure posts and promotional activities are created and posted in a timely manner
  - Strong knowledge of livestreaming capabilities and apps
- Specifically for the Liturgy Team Lead:
  - Able to attend 7pm Sunday Student Mass in addition to most Daily Masses
  - Experience with altar serving, lecturing, and/or hospitality is preferred
  - Knowledge of liturgical practices within the Catholic Church including such events as Mass, Adoration, Exposition of the Blessed Sacrament, Way of the Cross, etc.
  - Able to be present for Tuesday night Pray & Plays (specifically for the “Pray” portion of the evening)
- Specifically for the Evangelization and Formation Team Leads:
  - Experience in facilitating small group discussions and studies



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- Ongoing formation discussions with the Pastor & Executive Director
- Specifically for the Social Justice Team Lead:
  - Ability to foster and build relationships with external associations and partners, such as other charitable organizations within the ShareLife umbrella (ie. Aid to Women, Good Shepherd Ministries, etc.)

**General Requirements:**

- Must be a registered undergraduate or graduate student of the University of Toronto St. George Campus for the 2023-2024 school year.
- Has experience working with youth or young adults and/or in ministry.
- Strong leadership skills
- 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, (both verbal and written)
- Ability to dialogue with students and adults about matters of the faith, church teachings, social justice issues, and scripture.
- Active in their Catholic faith and is participating in the life of the Church.
- Has knowledge of, and is 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.
- Strong computer skills and social media skills.
- A criminal record check will be required of the successful applicant.

Those wishing to be considered should submit their cover letter and resume in MS Word or PDF format to: **Fr. Mark Kolosowski** at **frmark@newmantoronto.com**.  
Deadline for receipt of applications is **August 18, 2023**. We thank all applicants, however, only those selected for an interview will be contacted.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.*