



# 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

## EMPLOYMENT OPPORTUNITY

### Operations and Special Projects Manager

Full-time, Permanent – 35 hours per week

#### **Overview:**

Reporting to the Pastor & Executive Director, the incumbent will plan, organize, direct, control and evaluate the weekday operations of the Newman Centre and St. Thomas Aquinas Parish through managing finances and budgets, human resources, payroll, fundraising activities, property and equipment management, and developing or implementing operational policies and procedures. This position will also assist the Pastor & Executive Director in managing special projects that help to implement the vision and mission of the Newman Centre as the home for Catholic life on campus.

#### **Responsibilities:**

- Develop annual budget and actively steward costs for mission operations with the Pastor & Executive Director. Evaluate revenue sources and perform analyses on giving patterns.
- Prepare regular statements and parish reports, including materials for the finance council.
- Supervise the work of the bookkeeper, ensuring accurate record-keeping and reporting.
- Work with Newman Foundation of Toronto Board of Directors as the acting Secretary/Treasurer and collaborate on projects to increase the fundraising capacity for Newman Centre's Campus Ministry programs.
- Ensure that the Newman Centre is in compliance with applicable employment legislation and Archdiocesan HR Policies and Procedures.
- Determine human resource needs for the Centre and manage recruitment, selection, job analysis, job evaluation, and training for staff. Facilitate performance appraisal system with the Pastor. Participate in selection of Student Campus Ministers who live in residence.
- Monitor employee vacation and sick days and determine adequate coverage of job responsibilities when employees are absent.
- Conduct office management activities in the areas of: supervision and support of day-to-day administrative tasks, computer and network maintenance, website, equipment and supplies procurement, health and safety, and developing and implementing policies and procedures.
- Conduct property management activities for the house and church, which involves relationship management, evaluating quotes, and supervision of various outsourced services including: maintenance and cleaning, groundskeeping, trades for small projects/repairs, and building security systems.
- Liaise with architects and consultants concerning major renovation/restoration projects for the buildings and property. Assist in the preparation of Request for Proposals.
- Manage the relationships with outsourced food services for residents and staff, approving menus and providing feedback.
- Work with the Pastor and Pastoral Advisory Council as project lead in implementing the Newman Centre's strategic plan as it relates to the Pastoral Plan of the Archdiocese of

Toronto. Prepare communication materials and conduct presentations with stakeholders to move forward initiatives.

- Participate as a member of the Mentorship Team, including the Pastor & Executive Director, Stewardship & Program Coordinator, alumni, parishioners and other professionals, to grow the mentorship program and initiatives at the Newman Centre.
- Work with the Communications Coordinator to develop communication plans and projects pertaining to websites, editing publications, email marketing, etc. Provide written articles as needed.
- Other tasks related to growing the overall mission of the Newman Centre that may reasonably be assigned by the Pastor & Executive Director.

### **General Requirements:**

- Bachelor's degree in business administration, accounting, engineering, or a related field.
- 5 – 10 years' experience in business, finance, human resources, or general management with at least 5 years of direct supervisory experience; not for profit experience an asset.
- Superior communication skills in both oral and written English.
- Excellent people management skills, displaying tact and professionalism in supervising or dealing with employees, volunteers, donors, customers, agencies, and vendors.
- Skilled at managing multiple projects, facilitating participation, co-responsibility, and collaboration.
- Proficient with Microsoft Office, including Word, Excel, Outlook, PowerPoint; experience using Quickbooks, Parish Tools, database software and/or website building tools an asset.
- Experience in property management; knowledge of heritage buildings an asset.
- Data analysis skills: e.g., cost-benefit analysis, manual sorting/grouping/subtotaling in Excel spreadsheets, identifying and providing rationales for variances in budget reports.
- Ability to work independently and as part of a team.
- Demonstrated analytical, decision-making, organization and time-management skills.
- Flexibility in work scheduling and willingness to address immediate, unplanned demands that will arise through course of normal business.
- Available for after-hours functions as required.
- Comfortable working in a faith-based environment
- A criminal background check will be required of the successful applicant.

Those wishing to be considered should submit their résumé and cover letter in MS Word or PDF format to: [hr@newmantoronto.com](mailto:hr@newmantoronto.com).

Deadline for receipt of applications is **December 9, 2018**.

We thank all applicants, however, only respondents 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.*