

## **JOB OFFER**

### **PASTORAL PROJECT MANAGEMENT COORDINATOR**

The *Archdiocese of Montreal's Diocesan Centre for Marriage, Life and Family* seeks to strengthen diocesan evangelization efforts oriented towards marriage, life and family. It is looking for a coordinator whose mandate will be to support the Director in the planning, organization, and smooth running of the Centre's activities and projects.

#### **KEY RESPONSIBILITIES**

- Collaborate in the organization, promotion and smooth running of pastoral projects
- Ensure that all stages of the design, communication, implementation and follow-up of projects and events
- Maintain and control project plans, project schedules, budgets, and expenses
- Write, review and translate content related to various projects and activities
- Develop and coordinate communications strategies
- Prepare presentation materials needed for meetings
- Document and follow up on important actions and decisions taken during meetings
- Lead various activities
- Follow up on support requests
- Plan and write the periodic newsletter
- To connect and collaborate with various movements and communities that support the Catholic perspective on marriage, life and family, as well as parishes and diocesan offices
- Provide administrative support as needed
- Perform any other related tasks

#### **REQUIRED QUALIFICATIONS**

- Project management training or equivalent experience in project planning, development and management
- Experience with couples and families and in group facilitation
- Certificate in theology or equivalent
- Good knowledge of the Catholic perspective on marriage, life, and family
- Minimum of 2 years of experience in the pastoral care of couples and families
- Good knowledge of the theology of the body
- Proficiency in Microsoft Office 365 Suite
- Good knowledge of digital, web and electronic media communication platforms
- Excellent command of French and English\* oral and written (Spanish an asset)

#### **QUALIFICATIONS**

- Excellent organizational skills to carry out several projects at the same time
- Teamwork, listening skills, flexibility, efficiency, creativity, autonomy
- Strong interpersonal skills
- Excellent organizational skills to carry out several projects at the same time
- Excellent writing and oral and written communication skills
- Integrity, rigor, maturity, discretion, discernment and judgment

- Ability to share one's own faith with others and to inspire the development of the faith of others
- Excellent knowledge and understanding of the Roman Catholic Church

### **WORKING CONDITIONS AND REMUNERATION**

- Salary according to the standards established by the Archdiocese of Montreal
- Full-time: 32.5 hours/week (5 days)
- Start Date: Immediately
- Availability to work evenings and weekends from time to time

Candidates interested in this position are asked to send their applications to **Ms. Ellen Roderick:** [centreDMVF@diocesemontreal.org](mailto:centreDMVF@diocesemontreal.org). *This position will remain open until filled.*

*We thank everyone for their interest, however, only successful candidates will be contacted for interviews.*

*\* The archdiocese offers a French-language work environment to its employees in Quebec and has taken all reasonable steps to avoid imposing the following requirement: the degree of knowledge of English and proficiency in English at an advanced level. This is an essential requirement for this position to communicate with English-speaking Quebecers, English-speaking parishes and the rest of Canada.*