

Employment Opportunity

COORDINATOR OF COMMUNITY ENGAGEMENT

St. Basil's Parish

50 St. Joseph Street Toronto, ON M5S 1J4

Part time (15 hours per week)

New Position

Target Hiring Salary: \$23 - \$26 per hour

Overview:

St. Basil's Parish is seeking a part time dynamic, collaborative, and compassionate Coordinator of Community Engagement. The Coordinator of Community Engagement fosters a culture of hospitality, encounter, servant leadership, and engagement at the parish by ensuring parishioners of all ages feel welcomed, known, and valued as part of our faith community. Primarily present at the parish on weekends, on one weekday each week, and on periodic evenings as required, this role reports directly to the Lay Pastoral Associate.

Founded by the Basilian Fathers in 1856, St. Basil's is the Collegiate Church of the University of St. Michael's College (USMC). As a Catholic parish in central Toronto, we are committed to nurturing a welcoming community, empowering parishioners to share their gifts, cultivating spaces for prayer and encounter, and serving the needs of our neighbours.

Responsibilities:

Cultivate community and engage parishioners of all ages through hospitality, belonging, and relationship-building efforts, specifically:

- Be a warm, welcoming, and visible presence at weekend Masses and other church gathering times to build meaningful relationships with parishioners.
- Encourage Christ-centred hospitality through community-building initiatives.
- In partnership with staff and parishioners, attend to the promptings of the Spirit in our parish community to discern how we are being called to grow as missionary disciples in creative ways.
- Communicate with new parishioners and USMC students to offer pathways of engagement in parish life and to facilitate connection with fellow parishioners.
- Support parish's Emmaus Team (welcoming ministry) in connecting for one-on-one meetings with new parishioners and in offering twice-annual new parishioner welcome events.
- Support and oversee parishioner-led ministries that foster community and belonging (e.g. reading group, affinity groups).
- Plan and oversee events that build relationship in our faith community, in collaboration with parishioners and staff (e.g. annual parish picnic, summer socials, excursions).
- Serve as a bridge between the parish and the wider community, including the Archdiocese, Catholic schools, and neighbourhood organizations to share opportunities for greater interaction.
- Develop communication tools to engage parishioners in parish life, in collaboration with parish staff and volunteers (e.g. print and electronic materials).

- Coordinate photography and videography for major events, developing visual storytelling pieces that capture the spirit of the parish, and work with parish staff and ministry leaders to share stories of parish impact.

Support servant leadership at the parish through volunteer engagement and empowerment, specifically:

- Serve as the main point of contact for all prospective and new volunteers, guiding them through discernment about ministry fit.
- Support the volunteer application process and coordinate with staff and ministry leaders to ensure volunteers are onboarded successfully.
- Coordinate recruitment, ongoing formation, and celebration opportunities for volunteers, in collaboration with parish staff and ministry leaders. This would include coordinating events (e.g. annual ministry fair, annual volunteer appreciation prayer and brunch).
- Identify, mentor, and empower parishioners for leadership roles in ministry.
- Provide ongoing support and spiritual formation for current and emerging leaders.

Work collaboratively as a member of the St. Basil's Parish team, specifically:

- Work collaboratively with parish staff and volunteer leaders of parish ministries.
- In coordination with responsible staff and volunteer committees, support compliance with Archdiocesan policies for new parishioner and volunteer records.
- Attend staff meetings, committee meetings, and team retreats, as required.
- Regularly represent the parish staff as a visible participant in liturgies, prayer services, events, and programs.
- Other duties, as required.

General Requirements:

- Talent for building relationships, fostering Christian community, and supporting the development and gifts of others.
- Hospitable and welcoming, respectful of diversity.
- Embody a genuine concern for others in the spirit of Christian accompaniment through listening, discernment, and compassionate support.
- Familiarity with parish life, and passion for missionary discipleship.
- Strong verbal and written interpersonal communication skills.
- Ability to work respectfully and collaboratively in a dynamic team environment.
- Demonstrate a high degree of initiative, discernment, and resourcefulness, to be able to respond to parish needs in imaginative ways.
- Highly accountable, organized, and punctual.
- Ability to handle sensitive situations with discretion and confidentiality.
- Post-secondary credential with 3 years of professional experience, or equivalent.
- Prior experience in pastoral ministry, community service, or equivalent.
- Prior experience with accompaniment, mentoring, or coaching.
- Event planning experience is helpful.
- Experience with recruitment, coordination, and support of volunteers preferred.

- Technological savvy, proficiency in Microsoft Office applications, and basic knowledge of social media and digital design.
- Must be legally entitled to work in Canada.
- A criminal background check will be required of the successful applicant.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **JoAnn Lopez** (Lay Pastoral Associate) at jolopez@archtoronto.org. Deadline for receipt of applications is **December 1, 2025**. 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.