**POSITION: Campus Ministry Assistant, St. Paul’s College**

This is a term position commencing in early September or when filled, and ending in June 2020, with the possibility of renewal. Applicants must be legally eligible to work in Canada.

**Work schedule:** 15 hours per week, with hours to be arranged with the Director of Campus Ministry. Attendance at the Sunday liturgy in Christ the King Chapel, SPC and other weekend and/or evening activities is required.

**Qualifications:**

**EDUCATION:**
- A completed or nearly-completed post-secondary degree or diploma is required.

**EXPERIENCE:**
- Must have a valid driver's license and access to a vehicle (parking permit provided);
- Must be familiar with the order of liturgy and sacramental-liturgical celebrations;
- Should have experience working in a pastoral and/or office environment;
- Must have experience working in a diverse environment.

**SKILLS AND ABILITIES:**
- Excellent verbal and written communication skills, including: ability to communicate with the public, initiate and respond to telephone calls, book appointments, interaction with those attending events and services, make announcements at Mass and special events, correspond by email with various members of community including students;
- Demonstrated proficiency in using Microsoft Office including Publisher;
- Ability to deal effectively and tactfully with students, all levels of staff, and the public;
- Conscientious work habits with a high degree of integrity and accuracy is essential;
- Strong work ethic and willingness to take the initiative in problem solving and learning new tasks;
- Willingness to be part of a team, a positive attitude, and the ability to meet deadlines and cope with change.

**Key Responsibilities:**
- Support the Mission of St. Paul’s College as a Catholic institution;
- Report directly to and assist the Director of Campus Ministry;
- Assist the Chaplain and work with Peer Campus Assistants in planning, programming and implementing campus ministry events and student activities such as retreats among others;
- Prepare and photocopy weekly Sunday Bulletins;
- Keep database up-to-date;
- Communicate with students regarding events;
- Keep the bulletin boards current;
- Involvement or presence at spiritual and/or social activities of campus ministry (faith sharing, RCIA, Coffee Houses, etc.),
- Assist with other related duties as required.

**Closing date for applications:** August 16, 2019

Applications (hard copy or electronic) to be submitted to:
Director of Campus Ministry
St. Paul's College
University of Manitoba
209 - 70 Dysart Road
Winnipeg, MB R3T 2M6
Email: Eliude.Cavalcante@umanitoba.ca