



St. Paul's College, University of Manitoba

POSITION: Campus Ministry Assistant

This is a term position commencing in early September or when filled, and ending in June 2025, 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 at St. Paul's College, weekday Mass and other weekend and/or evening St. Paul's College activities is required.

EDUCATION

The successful candidate will have completed or has nearly completed a post-secondary degree or diploma that is complementary to this position.

EXPERIENCE

The selected candidate will:

- have a valid driver's license and access to a vehicle;
- be familiar with the order of liturgy and sacramental-liturgical celebrations;
- have experience working or volunteering in a pastoral and office environment;
- have experience working or volunteering in a diverse cultural and spiritual environment;

SKILLS AND ABILITIES

The selected candidate will:

- have a proven track record of strong organizational skills;
- have experience in event planning;
- demonstrate an ability to anticipate needs and to initiate action to problem solve;
- have a strong work ethic and a willingness to learn new skills.
- have experience communicating on social media channels and platforms particularly broadcasting on-line using Facebook, YouTube, Instagram and Zoom.

Communication Skills

The selected candidate will:

- have excellent verbal and written communication skills;
- demonstrate ability to use social media channels and platforms for posts and live broadcasts;
- demonstrate their ability to communicate with the public, initiate and respond to telephone calls, book appointments, interaction with those attending events and

- services, make announcements during liturgy and special events, correspond by email with various members of the community including students;
- demonstrate their proficiency in using Microsoft Office 365 including Publisher, Canva.

Team Player

The selected candidate will:

- Showcase their ability to work effectively and tactfully with students, administration, and the public;
- have good work habits, a high degree of integrity, and accuracy is essential;
- be able to cope with change, meet deadlines, and carry a positive attitude.

Key Responsibilities

The selected candidate will:

- support the Mission of St. Paul's College as Manitoba's only Catholic post-secondary institution;
- directly report to and assist the Director of Campus Ministry;
- provide support to the Priest Chaplain;
- work with the Chaplain and Peer Campus Assistants in planning, programming and implementing campus ministry events and student activities such as retreats among others;
- prepare and photocopy the weekly Sunday Bulletins;
- encourages student engagement in the Ignatian Leadership Program;
- will work with MCO to keep website up to date and communication materials relevant to College's brand and assisting with the College's social media channels and platforms particularly broadcasting on-line using Facebook, YouTube, Instagram, and Zoom
- keep the database, email lists up-to-date;
- communicate with students and encourage their participations in events;
- keep the bulletin boards up to date;
- participate in spiritual and/or social activities organized by Campus Ministry (Faith sharing, Coffee Houses, etc.),
- assist with other related duties as required.

Closing date for applications: July 29, 2024

Applications (hard copy or electronic) to be submitted to:

Mrs. Eliude Cavalcante, Director of Campus Ministry
St. Paul's College, University of Manitoba
209 - 70 Dysart Road
Winnipeg, MB R3T 2M6
Email: Eliude.Cavalcante@umanitoba.ca