COORDINATION OFFICER, PASTORAL SERVICES

SUMMARY

1. Coordination Officer, Pastoral Services

The duties of the Coordination Officer, Pastoral Services, are based on the mission of Saint Paul University: “As a Catholic institution, Saint Paul University is dedicated primarily to an understanding and integration of Christian faith and life, and to promoting the values of Christian humanism. It aims to pursue this in a spirit of ecumenical openness and with a critical awareness of the forms of Christian life already existing or now emerging within modern cultures and societies.”

Under the supervision of the Dean, Human Sciences and Philosophy Faculties, and in collaboration with the Chaplain, the incumbent works to promote the mandate and increase awareness of Pastoral Services both on campus and among organizations in the surrounding community, by acting as a promotional, liaison and coordination officer. The incumbent establishes a direct connection with members of the community, responds to their queries and requests as they arise, and ensures that community members receive appropriate support.

The Coordination Officer plans, organizes and oversees liturgical and pastoral activities on campus. He also coordinates the community activities offered by Pastoral Services, and assists the Saint Paul University Students’ Association (SPUSA) in organizing extracurricular activities linked to Pastoral Services’ mandate.

Specific Functions

1. Planning and organizing liturgical and pastoral activities

- Plan and coordinate promotion of scheduled liturgical and pastoral activities on campus, in a spirit of collaboration and openness.
- Organize and coordinate various liturgical and pastoral activities: identify the logistical and material requirements, communication tools and volunteer support needed to carry them out successfully, and suggest improvements as required.
- Advise individuals in need of spiritual or other guidance, and ensure that they receive appropriate help.
2. **Planning and organizing Pastoral Services community activities**

- Participate in general planning of on-campus extracurricular activities by fostering a work environment favourable to their success, in line with the Christian, academic and cultural values that guide the mission of Saint Paul University.
- Organize and coordinate a variety of community activities. Identify the logistical and material requirements and volunteer support needed to carry them out successfully, within the established budget. Ensure that appropriate communication tools are used to promote Pastoral Services’ activities internally and externally.
- Develop and maintain cordial relationships with all partners to ensure that planned activities meet the needs of the university community, particularly the student population.
- Seek out partnership opportunities with service organizations in the community in order to support individuals needing personal or community assistance.
- Work closely with the Saint Paul University Students’ Association (SPUSA) to develop and implement various extracurricular projects.
- Participate in organizing various institutional events.

3. **Functions related to the Oasis**

- Supervise volunteers and students participating in Pastoral Services’ work/study program.
- Coordinate schedules of work/study program volunteers and students working at the Oasis welcome centre; develop and maintain effective channels of communication.
- Coordinate promotional tools for the Oasis and Pastoral Services.
- Ensure the cleanliness and smooth operation of the space.
- Keep a record of the number of visitors welcomed to the Oasis.

4. **Functions related to the budget**

- Ensure the sound management of the budget allocated to Pastoral Services and its activities.
- Responsible for Pastoral Services’ petty cash. Approve and reimburse expenses in accordance with University regulations and procedures.
- Provide Financial Services with all required supporting documents for expenses.
- Draft budget forecast for the coming year in accordance with proposed activities, for approval by the Rector.

5. **Other**

- Perform other related duties as assigned.

**EDUCATION AND EXPERIENCE**

- Experience or training as an administrative secretary
- Experience in helping relationships and spiritual guidance
- Bilingualism (spoken and written)
- Familiarity with liturgical celebrations
ESSENTIAL SKILLS
- Commitment to customer service
- Openness and availability
- Active listening
- Tact, discretion, impeccable judgment
- Sense of responsibility and organization
- Team spirit and initiative