



Position:	Mission and Outreach Coordinator
Reports To:	Pastor (St. Mary's Parish, Saskatoon)
Created:	February 2025
Revised:	Not Applicable

Position Overview

The Mission and Outreach Coordinator is primarily responsible for building relationships with those in our city who are abandoned, addicted and/or homeless by providing spiritual and emotional support. This position reports to the Pastor. Additionally, the Mission and Outreach Coordinator will work to foster a zeal for Christ by coordinating with other parishes, faith communities, support networks, and individuals to implement strategies for putting the message of the Gospel into action.

Position Summary

(Key Duties and Responsibilities)

- Coordinates outreach ministry in the core neighbourhood served by St. Mary Parish, Saskatoon, SK.
- Coordinates the formation of parishioners and volunteers to assist with outreach in the neighbourhood.
- Directs outreach ministry and the accompaniment of vulnerable neighbours in the neighbourhood of the parish.
- Actively discerns the needs and directions for ministry in consultation with the pastor and working closely with an advisory committee.
- Coordinates strategies and builds collaboration with other parishes, faith communities, support networks, and individuals.
- Appropriately manages office tasks including, correspondence, filing, and record-keeping.
- Participates in basic budget planning and maintains accurate financial records related to assigned work activities.

Working Conditions

- Part-time position (a 22.5-hour work week)
- Shared office space adjacent to the church in the city of Saskatoon
- May occasionally require working evenings and weekends.
- A high focus and attention to detail is required.
- Independent and confident; to organize, prioritize, and proficiently complete multiple tasks while dealing with frequent interruptions and tight deadlines.

Job Specification

- Confirmed practicing Roman Catholic in good standing with the Church.
- Relevant post-secondary credential and/or combination of education and experience.
- Strong listening, oral communication, and writing skills are required.
- Possesses some experience training and managing volunteers.
- Possesses some theological foundation in scripture, social justice, etc.
- A strong sense of mission, a heart for ministry, and outreach to vulnerable populations is required.
- Works as a team player with a demonstrated ability to collaborate with diverse stakeholders.
- Possesses a good understanding of poverty, homelessness, and social development issues.
- A demonstrated ability to work with socially disadvantaged people (including people with behavioral concerns like anger and resentment) is required.
- Demonstrates a strong understanding of professional boundaries, recognizing the limits of their role and responsibilities.
- Knows when to listen with empathy while refraining from providing services beyond their expertise, such as counseling.
- Understands when and how to refer individuals to appropriate resources or transfer care as needed.
- Demonstrated ability to be discreet and maintain confidentiality.
- The completion of CPE – Clinical Pastoral Education unit(s) or equivalent would be an asset.
- Possession of a First Aid, CPR, and Non-Violent Intervention Certificate is required; or a willingness to do so upon joining the organization.
- Has access to a reliable vehicle with a valid class 5 driver's license.
- Working knowledge and hands-on experience with MS Suite (Word, Excel, etc.).
- Basic administration and budgeting skills are required.
- Is open to further formation, training, and/or mentorship.

Key Skills and Behavioral Competencies

- **Faith:** Supports and is personally committed to the identity and mission of the Roman Catholic Diocese, and has an understanding of and commitment to the mission of the Catholic Church.
- **Communication:** Clearly expresses and conveys information to a variety of audiences to ensure the message is delivered and understood, using active listening techniques to effectively understand, and adapt the communication to respond to the audience and situational requirements.
- **Personal Leadership:** Takes personal ownership, responsibility, and pride for the quality and timeliness of work and achieves results. Displays commitment and dedication to the organization, stakeholders, and colleagues and follows through on commitments. Models healthy workplace balance.
- **Interpersonal Relationships:** Builds successful relationships and fosters camaraderie underpinned by trust, honesty, understanding, teamwork, and mutual support. Capacity to mutually work with others through conflict or differences of opinions. Exhibits emotional and social intelligence.

- **Planning and Organizing:** Accurately estimates duration and level of difficulty of tasks and projects, setting out goals, objectives and work plans, responding effectively in managing multiple priorities and responsibilities of the position in a timely way. Asks for help when needed.
- **Analytical Thinking/Problem Solving:** Applies logical reasoning when addressing problems or situations and considers key issues, evaluates possible approaches or solutions and determines/recommends the best option to apply to the situation.
- **Adaptability/Flexibility:** Adapts and responds to changing conditions, priorities, technologies and requirements. A willingness to alter opinions when necessary and apply versatility in the face of change.
- **Leadership and Learning:** Maintains a professional and positive manner even under changing or uncertain conditions; provides support, coaching, encouragement and direction and engages others in order to accomplish organizational goals. Promotes a continuous improvement and learning environment.