

# Employment

- [Employment Opportunities \(click on Job Title for more info\)](#)
  - Project Coordinator – Faith Formation
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*The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ. – Ephesians 4:11-13*

**Project Coordinator – Faith Formation  
Pastoral Life and New Evangelization  
Archdiocese of Halifax-Yarmouth  
Catholic Pastoral Centre  
(downtown Halifax)**

The Archdiocese of Halifax-Yarmouth is recruiting someone interested in the ministry of evangelization, with the vision and skill set to fill a new and exciting role in the Archdiocese. The task is to equip some members of the Archdiocese of Halifax-Yarmouth with the necessary knowledge of the faith, essential skills for leadership, and the training needed to take up the mission of the Church, to help people mature in faith and to promote growth to the full stature of Christ.

This coordinator will work as part of the Pastoral Life and New Evangelization team and collaborate with parish leadership to help accomplish the mission of the Church. Some of the areas the successful candidate will be involved with include: providing the theological and pastoral resources, training in leadership skills, and learning opportunities to form parish based adult disciples; it will involve promoting, supporting and coordinating the recently developed EQUIP program; working collaboratively with a team to execute the annual Assembly of the People of God, and more. This person, along with support to the Council of Priests, will also interact with the Episcopal Vicar for Parish Renewal and Leadership to help create an action plan for clergy engagement, leadership development, and training.

**Qualifications:**

- Has a full appreciation of the New Evangelization and the Archdiocesan Pastoral Plan
- Has or is pursuing a MA or MDiv in a relevant field
- Experience working in a parish with a particular understanding of the role of faith formation in the parish context

*“Not only must we make disciples, but we must transform every disciple into an apostle of Jesus Christ so that the leadership and responsibility of all the faithful is actively engaged”*  
– Archbishop Mancini

**Note:** Due to pastoral planning and civil reorganization all new positions are filled on a term basis with an end date of December 31, 2018 with the possibility of extension. The successful candidate will be asked to provide a Criminal Records Check, Vulnerable Sector Search and proof of educational qualifications.

**To Apply or for questions:**

Send cover letter and resume with three professional references to [jsmith@halifaxarmouth.org](mailto:jsmith@halifaxarmouth.org)

(This competition will remain open until a successful candidate is selected)

Parish Secretary/Bookkeeper

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**Parish Secretary/Bookkeeper  
Holy Family Parish, Amherst  
Archdiocese of Halifax-Yarmouth**

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In keeping with the transformation of our parishes in response to changes in demographics, resources and the needs of our mission – a dual role has been created to recognize the changing needs of our community. The Parish Secretary Bookkeeper is the first person many will either see or speak to from the parish. The successful candidate will not only have excellent qualifications but will also exude warmth, welcome, hospitality and just overall a winning personality!

This full time position (35 hours per week) covers a number of key responsibility areas:

- Reception and Communication – responding to all telephone calls, parish email and visitors; scheduling appointments; inventory and ordering of supplies; scheduling of parish facilities, etc.
- Secretarial – maintenance of parish records and files; preparation of sacramental certificates; preparation of the weekly bulletin, etc.
- Financial – preparation of financial statements; payroll; accounts payable and receivable; assistance with budget preparation; etc.

The successful candidate will bring to the role critical thinking and problem solving skills; a master at multi tasking; planning and organization skills; teamwork and must be flexible and adaptable. Holy Family is a very busy and active parish and this individual is a key member of the parish team.

**Qualifications:**

- Grade 12 plus completion of accounting, bookkeeping diploma or certification
- Minimum 5 years experience in a secretarial/receptionist role plus a minimum of 5 years experience in accounting and/or bookkeeping
- Demonstrated above average written and oral communication
- Strong organizational and planning skills
- Demonstrated experience working with MS Office; including word, excel, PDF,
- Experience with QuickBooks or Simply Accounting would be an asset

If you bring these types of skills, experience and qualifications and are interested in working in a busy, faith filled environment please send your resume, along with a cover letter and 3 professional references to: [office@holyfamilyamherst.ca](mailto:office@holyfamilyamherst.ca)

**NOTE:** The successful candidate will be asked to provide a Criminal Records Check and Vulnerable Sector Search and proof of education. For more information or a copy of the job description please send an email to: [office@holyfamilyamherst.ca](mailto:office@holyfamilyamherst.ca)

**DEADLINE:** Friday August 4, 2017 @ 4:00pm