Archdiocese of Toronto

# Employment Opportunity

## YOUNG ADULT MINISTER (EASTERN REGION)

**Office of Catholic Youth**

830 Bathurst St Toronto, ON M5R 3G1
Full time (35 hours per week) – Temporary 1-year Contract
Replacement Position
Salary: $47,000 – $49,000

**Overview:**

The Office of Catholic Youth is seeking a full-time temporary contract Young Adult Minister to initiate and run young adult ministry programs in the East, York, and Durham Regions of the Archdiocese of Toronto. This position is responsible for the planning and execution of bi-monthly ministry nights, the annual RENEW conference, and supporting parishes in their respective regions with their young adult ministries, women's group, and assisting with an annual retreat.

This is a temporary 1-year contract from January 2027 to January 2028.

**Responsibilities:**

- Identify the areas in need of development in the social, intellectual, pastoral and spiritual life of young adults
- Select qualified East and York volunteers for various roles
- Collaborate and empower East, York and Durham volunteers to organize bi-monthly events in the East, York and Durham Regions comprised of themes which focus on: social, prayer, service/outreach, and faith
- Lead the women's group initiative, to be a complement to the men's group within the OCY
- Create a hospitable environment at all young adult events
- Ensure all ministry efforts are rooted in the teachings of the Catholic Church and oriented toward evangelization, discipleship, and the sacramental life
- Foster opportunities for spiritual accompaniment and vocational discernment (marriage, priesthood, consecrated life, and lay vocation)
- Perform management activities such as budgeting, scheduling, planning, and marketing
- Manage and direct the East, York and Durham volunteers in the planning and execution of events
- Coordinate the tasks of East, York and Durham volunteers throughout the planning process
- Monitor the planning process in order to ensure accurate completion of all details
- Maintain communication with East, York and Durham volunteers to discuss planning progress and to ensure objectives are attained
- Resolve any issues regarding East, York and Durham that may arise by acting as liaisons between dissenting parties, when necessary
- Identify, develop and utilize the talents and gifts of East, York and Durham volunteers and young adult participants
- Recruit, form, and mentor volunteer leaders in their growth as disciples and servant leaders

- Organize an annual team retreat and work with OCY to provide training for the East, York and Durham Regions volunteers
- Assist in the organization of an annual retreat for the young adults of the community
- Assist with planning the Annual Young Adult Diocesan RENEW conference as needed, with the young adult event coordinator
- Work with the East, York and Durham volunteers and OCY to reach out to the local parishes and young adults ministries
- Prepare a written report to be submitted after each event with updates to all parishes/priests/Bishop/young adult ministry teams
- Actively engage on social media to create a communal energy for the ministry
- Create a positive environment, brand, culture and level of enthusiasm personified through the ministry
- Other duties, as required

## **General Requirements:**

- A mature spiritual life in full communion with the Catholic Church
- The ability to work collaboratively in a team
- An awareness of the needs of young adults and an ability to relate well with this demographic
- An understanding of the secular and Catholic cultural landscapes
- An openness to travel for special work-related projects
- College or university education and/or equivalent related experience
- Excellent interpersonal and customer service skills
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office - Excel, Word & PowerPoint
- Ability to prioritize, organize, meet deadlines and multi-task in a fast-paced environment
- Understand the importance of maintaining confidentiality
- High degree of attention to detail
- Knowledgeable of parish operations and the Catholic Church
- Adept at using social media to share ideas and information
- Able to work evenings and weekends as required
- Must have a valid driver's license and access to a reliable vehicle
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format noting position number **2026-20** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **November 27, 2026**. We thank all applicants, however, only those selected for an interview will be contacted.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.*

**Original Posting Date: 2026-11-12**