



Employment Opportunity

YOUTH MINISTRY COORDINATOR Holy Family & St. Vincent de Paul Parishes

1372 King St. West Toronto, ON M6K 1H3

Part time (18 hours per week)

New Position

Target Hiring Salary: \$21.50 – \$25.00 per hour

Overview:

Holy Family and St. Vincent de Paul Parishes is seeking a part time Youth Ministry Coordinator to oversee the implementation of spiritual formation for the youth at the parish.

Responsibilities:

- Invest time in meeting, engaging and developing relationships with pre-teen age youth
- Prepare and successfully launch a grade 6 – 8 program at the parish that provides a strong catechetical, social and relevant issue component to its sessions initially bi-weekly but potentially weekly over time
- Develop a team of parish volunteers to assist in this “tween” program
- Prepare an annual retreat experience for the youth in the ministry
- Mark time to consistently visit youth in Catholic schools and develop healthy relationships with the students (10%-15% of time per week)
- Provide activities, gatherings and experiences to engage ministry youth over the summer
- Develop and advocate for creating an environment that supports involvement in the ministry across the parish and affiliated schools in the area
- Begin the process of preparing materials and programming for a high school-aged program to be launched in a year after the implementation of the elementary-aged ministry
- Assist, support and/or be involved in the sacrament of Confirmation preparation process
- Other duties, as required

General Requirements:

- Education/formation/training background suited for the work required in this position
- Mature spiritual life
- In full communion with the Catholic Church
- Strong interpersonal skills
- Excel in being a proficient communicator and competent administrative skills
- Work collaboratively as a member of the parish pastoral team
- Fundamental computer skills in documents, PowerPoints, web navigation, etc.
- Network with existing Catholic youth ministries in the Archdiocese to enhance opportunities, experiences and resources that could benefit the parish
- Have an above average knowledge in the use of technology



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- Able to work flexible hours, including evenings and weekends
- 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 to: **Fr. Christopher Huynh** at **mail@oratory-toronto.org**. Deadline for receipt of applications is **June 12th, 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.