



Canadian
Religious
Stewardship

Soutien aux
religieux et
religieuses
du Canada

COMMUNITY COORDINATOR

THE SISTERS OF OUR LADY OF THE MISSIONS

If you are passionate about seniors and the frail elderly, comfortable in a Catholic environment, flexible, a collaborator, committed to compassionate service, and are interested in a long-term relationship with a group of Sisters, this position may be for you!

The Organizations

The Sisters of Our Lady of the Missions (RNDM) Canada is part of an international community of Catholic Sisters who live and work in twenty countries around the world. In Canada, the 31 Sisters principally reside and work in Winnipeg and Regina. The RNDMs are recognized for their work as educators, health professionals and social workers. The Sisters focus on: the wellbeing and safety of refugees, reconciliation with Indigenous persons, flourishing of women and the health of our earth as one community.

Canadian Religious Stewardship (CRS), the Employer, is a not-for-profit charitable organization established by Catholic Religious Institutes from across Canada. CRS is assisting the RNDM congregation based in Winnipeg and Regina with their ongoing needs.

The Position

The Community Coordinator will work in very close collaboration with the RNDM Canadian Leadership Team to develop a detailed plan of initiatives, existing and new.

Responsibilities

Key responsibilities include, but are not limited to:

- (i) Coordinate all aspects of the local community's life and needs in close collaboration with the Leadership Team
- (ii) Assist Sisters with a wide variety of needs as directed by the Leadership Team including: health care, housing, moves, companionship, transportation etc.
- (iii) Support the younger Sisters in their professional development and ministries in Canada
- (iv) Plan, organize and coordinate a wide variety of opportunities for the Sisters to engage in mission initiatives including: Mass, special events, celebrations and small gatherings.
- (v) Maintain existing relationships with external organizations and develop new ones where necessary.
- (vi) Be an external local representative and advocate for the sisters.

While most of the work will be during regular business hours there will be pre-scheduled occasions in the evenings and on weekends for gatherings and events. On occasion, there may be unscheduled events related to health care, including accompaniment to hospital emergency departments.

Additional duties will include, but are not limited to the following:

Administration

- Regular administrative and clerical tasks
- Collaborate with existing contracted service providers (lawn mowing, snow removal)
- Secure and oversee new smaller external service providers as required (housekeeping, maintenance)
- Attend and prepare notes and track and follow up action items for the Leadership Team
- Ensure set arrangements are followed (eg. funerals)

Communications

- Prepare and implement regular communication initiatives with Sisters eg. distribution of letters, newsletters, notices etc

Mission

- Understand, support and encourage the ministry/mission of the Sisters.
- Encourage and facilitate the participation of all Sisters

Care

- Companion with individual or small groups of Sisters
- Establish effective & caring relationships with the Sisters
- Be an external local representative and advocate for the Sisters.
- Act in a manner that encourages participation and engagement among Sisters and the wider community

Requirements

- Compassionate, caring, respectful and flexible
- Understanding and support of Catholic values and religious life of the Sisters
- Knowledge of, and ability to navigate the Manitoba health care system
- Passion, integrity, positive attitude, mission-driven, and self-directed
- Exceptional administrative skills, including proficiency in email communication, document preparation and spreadsheet management
- Highly developed interpersonal and collaborative skills
- Valid driver's license and access to a reliable vehicle
- Physically fit to perform duties
- Read, write and communicate effectively in English
- Ecologically aware
- Minimum five years experience in administration, including office management and minute-taking
- Hands on experience with planning events and coordinating initiatives
- Ability to work effectively in collaboration with a diverse and intercultural group of women
- Signed confidentiality waiver

- Vulnerable Sector Police Check

Reporting

While the incumbent will report to the Director of Strategic Implementation, Canadian Religious Stewardship, the incumbent will be expected to work in very close collaboration on a daily basis with the RNDM Leadership Team and the Sisters.

***Hours of work and a fair and just salary to be discussed with candidates.**

Confidential applications to: Tina Yelle, CRS Director of Human Resources and Communications, at tyelle@crs-src.org