

COMMUNITY COORDINATOR

CATHOLIC RELIGIOUS CONGREGATIONS SASKATOON

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

Canadian Religious Stewardship (CRS), the Employer, is a not-for-profit charitable organization established by Catholic Religious Institutes from across Canada. CRS is assisting several congregations based in Saskatchewan.

The Position

The Community Coordinator will work in very close collaboration with the Sisters living in a variety of settings from independent to long term care.

Responsibilities

Key responsibilities include, but are not limited to:

- (i) Coordinate aspects of the local congregational community's life and needs, in close collaboration with the Sister Leadership Teams and the Project Director, Canadian Religious Stewardship
- (ii) Assist Sisters with a wide variety of daily needs including: companionship, health care, housing, moves, transportation etc.
- (iii) 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.

- (iv) Maintain existing relationships with external organizations and develop new ones where necessary.
- (v) 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. This position allows for flexibility based on the Sisters' needs. 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 (e.g. health care)
- Attend occasional meetings, prepare notes, track and follow up action items
- Assist with banking and other finance related requirements in close collaboration with CRSs contracted accounting firm in Saskatoon
- Ensure set arrangements are followed (e.g. funerals)

Communications

- Prepare and implement regular communication initiatives with Sisters e.g. 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 individual 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 Saskatchewan health care system
- Passion, integrity, positive attitude, mission-driven, and self-directed
- 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
- Hands on experience with planning events and coordinating initiatives
- Ability to work effectively in collaboration with diverse groups of women
- Signed confidentiality waiver
- Vulnerable Sector Police Check

Reporting

While the incumbent will report to the Project Director Canadian Religious Stewardship, the incumbent will be expected to work independently and in very close collaboration on a daily basis with 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