



Roman Catholic Episcopal Corporation of St. John's

HUMAN RESOURCES JOB POSTING

Position: Renewal Plan Coordinator

Location: St. John's, NL

The Roman Catholic Archdiocese of St. John's is looking for a Renewal Plan Coordinator to oversee the implementation of the Archdiocesan Renewal Plan which involves the transition of parishes into pastoral zones. This is a time limited position expected to be in place for eighteen to twenty-four months. Reporting to the Archbishop of St. John's and as directed by him, this individual will work with the Renewal Plan Implementation Committee to carry out the planned implementation by performing the following functions in line with existing Archdiocesan protocols:

- Develop a communications plan for parishes, including monitoring and responding to correspondence and feedback.
- Coordinate the development and implementation of the formation program for the Pastoral Care Teams
- Provide support services for the various sub-committees of the Renewal Plan Implementation Committee to ensure their ongoing mandate is carried out
- Develop an evaluation plan for various stages of implementation
- Coordinate and collaborate with key Archdiocesan committees for necessary process and management requirements
- Establish and maintain excellent relationships with leadership teams to assist the transition of parishes to pastoral zones.
- Provide ongoing renewal plan status reports for leadership groups and work with and respond to the mandate of the Renewal Plan Implementation Committee.

The successful candidate should have extensive management experience and understanding of project/program management techniques and methods, strong leadership and organizational skills, excellent communications and problem solving skills and the ability to work with a broad range of team disciplines.

Interested candidates should apply in confidence by 12:00 noon on August 25, 2017 to:

Ms. Theresa Whiffen

Human Resources Manager

Archdiocese of St. John's

P.O. Box 1363

St. John's, NL, A1C 5N5

Fax: 709-726-3615

Email: twhiffen@rcsj.org