



**Position Description: Family and Life Ministries Administrator**  
**Full-time (or part-time option available)**

The successful candidate will support the development and implementation of programs and events focused on faith engagement and evangelization for the Eparchy of Edmonton. Our eparchial Pastoral Centre supports over 80 Alberta parishes and 5,000 parishioners in Alberta. The successful candidate will work with a strong dedicated team in the Office of Family and Life Ministries and have access to resources and supportive mentorship.

This is a temporary contract position which is offered to December 2026. There is a possibility for permanent employment after this term is complete.

**Responsibilities:**

- Collaborate in the development and implementation of programs to train and support catechists at the parish level.
- Collaborate in the development and implementation of programs and events aimed at adult faith formation which encourage and support parents and families in the formation of their children as well as programs that provide opportunities for the faithful to deepen their own faith.
- Collaborate with other partners within the Office of Family and Life Ministries, pastors, parish catechists, leaders of Catholic organizations within the Eparchy, and various parish contacts.
- Serve as a resource person to parishes, as well as teachers and administrators in Catholic schools offering the Ukrainian Bilingual Program and to all parishes or schools throughout the Eparchy of Edmonton.
- Manage the Resource Centre and Library which will involve cataloging, tracking the lending and returns of resources, and promoting the Centre.
- Assist in the maintenance and related duties in the St. Macrina Store at the Pastoral Centre.
- Assist as needed in the development of the Image to Likeness Religious Education Program.
- Other duties as assigned by the Directors of Family and Life Ministries, to whom this position is accountable.

**Work Hours and Benefits:**

- Competitive salary and benefits plan that includes health and dental benefits and pension plan
- Full-time salary position (we may consider part-time position)
- Salary to commensurate with experience and suitability to the position
- Business office in downtown Edmonton

**Qualifications and Skills:**

- Theology degree or diploma in Eastern Christian Theology, Scripture and/or the Church's catechetical teachings (will consider applicants enrolled in a related program)

**Knowledge:**

- Understanding of the Christian faith in its Ukrainian Catholic expression

- Fluent in English, both written and spoken
- Knowledge of Ukrainian is an asset
- Ability to use various forms of technology, including social media, Microsoft Office Suite, Power Point, Publisher

**Abilities:**

- Effective communication and interpersonal skills
- Proven leadership and collaborative skills to inspire team building
- Previous experience as a parish catechism coordinator or catechist
- Ability to organize and prioritize
- Ability to work with a minimum of supervision
- Ability to assume administrative responsibilities and to coordinate volunteers

**Personal Suitability:**

- Strong commitment to the Christian faith in its Ukrainian Catholic expression
- Respect for the Catholic faith and willingness to function in a manner consistent with the mission and teachings of the Ukrainian Catholic Church
- Openness to completing the eparchial Safe Environment screening program
- Commitment to lifelong learning
- Attitude of service, honesty, and integrity
- Patience, flexibility, and adaptability
- Openness to a flexible work schedule which may include travel throughout the Eparchy – mileage is compensated.
- Trustworthy, respects and maintains confidentiality, makes sound judgments, seeks counsel of others

**How to apply:**

Send your resume, along with a cover letter, to [chancery@edmontoneparchy.com](mailto:chancery@edmontoneparchy.com). In subject line, write: Family and Life Ministries: Administrator – *your surname*.