



## Scheduling Coordinator

### Organization Summary

The mission of NET Canada is to challenge young Catholics to love Christ and embrace the life of the Church. NET accomplishes its mission by proclaiming the Gospel of Christ through personal witness of faith, inviting young people to live for Christ, forming young people in Christian character through the study and practice of faith, and equipping youth workers and young adults with the ministry skills needed for evangelization.

### Current Position Information

<b>Job Title:</b> Scheduling Coordinator	<b>Department:</b> Program
<b>Reports to:</b> Program Director	<b>Salary:</b> Level 5
<b>Position Type:</b> Full-time	<b>Location:</b> Ottawa

### Summary of Position

This position focuses on ensuring young people have the opportunity to hear about, respond to, and live for Jesus Christ by scheduling ministry for NET's travelling ministry coast to coast. You serve as the main point of contact between NET and the Dioceses we work with.

### Essential Functions

1. Promote and manage the schedule of the NET's travelling ministry
  - Promote retreats to schools and parishes
  - Create and fill a master schedule for NET's travelling ministry and travel routes
  - Develop and maintain relationships with contact people and the dioceses NET has a relationship with
  - Serve as the main point of contact for Diocesan Contact People (DCP)
  - Work with the Communications Department as needed for the promotion of NET retreats
  - Collaborate with the Recruiting Department for the team's involvement in recruiting and alumni events
2. Serve as Diocesan Contact Person for selected dioceses across Canada
  - Promote dates, schedule retreats, and answer questions from school/parish contacts in specific areas
  - Reach out to local schools/parishes for additional event and retreat scheduling
  - Create and maintain lists of contacts for each diocese
3. Develop strategies for effective scheduling processes and procedures
  - Develop systems and processes for streamlined booking and communication
  - Use Formstack, Raiser's Edge, NET's website, and other tools to maximize efficiency
  - Work with the Program Department to keep event and retreat offerings relevant
4. Communicate with DCPs, Host Homes and NET Teams
  - Ensure retreats/events meet NET guidelines (coordinate with Team Supervisors)
  - Work with dioceses to provide Safe Environment documentation
  - Communicate with dioceses to receive approval from the local Bishop for ministry
  - Communicate with NET teams and ensure they have correct and complete information for ministry
  - Arrange host homes in Ottawa during times of training, during travel routes, and when needed
  - Be proactive in sending out feedback forms to Contact People after ministry
5. Provide Administrative Support
  - Assist the Program Department in the creation and tracking of budgets
  - Ensure prompt and accurate billing of retreats

**Qualifications**

**Minimum:** Excellent verbal, written, and interpersonal communication skills. Effective in working with volunteers. Friendly, professional manner. High level of creative problem-solving. Excels in a team environment. Proficient in office software. Passionately committed to the mission of NET Canada. Must be willing to work evenings and weekends when required.

**Organization Chart Information**

Supervisor/Manager: Program Director

Peers: Team Coordinators

Direct Reports: None