



Catholic Christian
O U T R E A C H

Missions & Events Admin Support

Position Type:	Full Time
Job Region/Location:	CCO Headquarters in Ottawa, ON
Reports to:	Director of Missions & Events
Working Conditions:	Normal Office Conditions
Funding:	Support Team and Partnership Development
Application Deadline:	19 March 2019

Position Overview

Are you looking to use your skills to serve the Catholic Church's mission of evangelization? Do you have a heart to be on the cutting edge of the New Evangelization, bringing the Gospel to the future leaders of Canada and the world? Catholic Christian Outreach (CCO) is a Catholic movement on the front-lines of the New Evangelization, dedicated to the clear and simple proclamation of the Gospel to university students with the aim of building leaders for renewal of the world.

CCO is seeking individuals to work in our Missions & Conferences department to help in the implementation of our annual conference Rise Up (www.cco.ca/riseup), Canada's largest Catholic young adult conference. You will also work in the preparation of CCO's dynamic and exciting short term missions that we provide for students. If you love your Catholic faith, have a heart to evangelize the future leaders of our country, and have a desire to reach the world with the Gospel, then this may be the job for you!

Main Job Tasks and Responsibilities

- To work on CCO's National Rise Up Conference specifically (but not exclusively) in the following areas:
 - Registration management
 - Onsite implementation of the conference
 - Involved in the planning of the conference
- To provide support in the logistical planning of missions including;
 - Administrative support to mission leaders & team
 - To assist in planning for travel, accommodations, orientation etc.
- To provide support to mission participants including:
 - Ongoing communication with students about mission
- To provide admin support to the Director of Missions & Events as needed

Education and Experience

- An undergraduate degree is recommended
- Previous work with CCO's on-campus activities or mission projects is an asset
- Previous experience in event planning is an asset

Key Competencies

- Strong working knowledge of Microsoft office, specifically Excel, Word and mail merge
- Knowledge of Photoshop or other design programs is an asset
- Knowledge of CVENT event management system is an asset
- Excellent communication, organizational and interpersonal skills
- Attention to detail and accuracy
- Creative thinker and fast learner
- Ability to work in both a team environment and independently
- Ability to manage multiple projects and deadlines simultaneously
- Demonstrated ability to be proactive and follow through
- Previous knowledge of CCO's methodology and materials are assets, but not required

Support Team and Partnership Development (STPD)

All CCO staff have the unique opportunity and privilege to rely on God's providence. The successful candidate will develop their own team of financial and prayer supporters who contribute directly to the funds for their salary. For more information on STPD, please see our STPD FAQ at <http://careers.cco.ca>.

We thank all applicants for their interest. However, only qualified applicants will be contacted.

For more information on this or other employment opportunities with CCO, please contact our Human Resources Department at hr@cco.ca or (613) 736-1999.