



Catholic Christian  
O U T R E A C H

## Missions & Events Co-ordinator

<b>Position Type:</b>	<b>Full Time</b>
<b>Job Region/Location:</b>	CCO Headquarters in Ottawa, ON
<b>Reports to:</b>	<b>Director of Missions &amp; Events</b>
<b>Working Conditions:</b>	Normal Office Conditions
<b>Funding:</b>	Support Team and Partnership Development
<b>Application Deadline:</b>	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 & Events department to help in the planning and implementation of our Student Missions and our annual conference Rise Up. Rise Up is a conference that reaches young adults from coast to coast with the gospel and builds leaders, you will play key role in the making this event happen.. You will also work in the preparation of CCO's dynamic and exciting short term missions that happen around the world for for our 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

The role within Missions & Events is project based. You will be delegated various missions or smaller events to plan and have responsibility for logistics and communication for these events. Every member of the team also plays a role in the planning and implementation of Rise Up.

- To be a part of the team that implements Rise Up, tasks include;
  - Discernment of Rise Up program
  - Ongoing marketing and registration
  - To work on various logistics of the conference
- To provide support in the logistical planning of missions and/or events including;
  - To assist in planning of a specific mission or event, which includes for travel, accommodations, orientation etc.
  - Coaching & ongoing communication to students regarding mission and fundraising

### 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
- Previous knowledge of CCO's methodology and materials is a strong 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
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**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>.

*Application Requirements:* Reference/recommendation from direct supervisor

*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](mailto:hr@cco.ca) or (613) 736-1999.*