



The Montreal School of Theology seeks a PROGRAM DIRECTOR for the MONTREAL MISSION INTERNSHIP, a summer Christian service-learning program for young people between the ages of 18 and 25.

The Program Director will have a mandate to develop and implement the Montreal Mission Internship in the summer of 2022 as a creative, generous, and challenging program that offers space for vocational growth, community formation, and service learning for participants from a diversity of Christian backgrounds. The Program Director will take lead responsibility for planning, implementing, overseeing, and evaluating MMI. The Program Director reports to the principal of Montreal Diocesan Theological College and works in a collaborative fashion with a small team of faculty and staff who share oversight of the program.

Specific responsibilities include:

- Recruit participants, coordinate application process, and make decisions on applications.
- Find appropriate service placement sites for all participants, including a clear understanding of the participant's role, position, and supervisor.
- Design and implement program orientation.
- Mentor participants during program, including helping participants set learning goals, visiting participants in placement sites, and scheduling individual meetings.
- Coordinate weekly reflection and learning meetings with participants that draw on program director's own skills and knowledge as well as resources of Montreal School of Theology and other guests to offer opportunity for theological reflection, personal growth, and vocational discernment.
- Deliver program within a clearly established budget.

The candidate will:

- Have experience of program direction, including financial management.
- Have experience working with young people between the ages of 18 to 25, preferably in a Christian context.
- Be knowledgeable about service organizations in Montreal or be willing to gain such knowledge.
- Be sympathetic to the aims and objectives of the Montreal School of Theology and its constituent colleges.
- Have superior oral and written communications ability and represent the program in a professional manner.
- Be able to adapt programming as needed to public health requirements owing to the Covid-19 pandemic.

In addition, it is desirable that the candidate:

- Have post-secondary education in theological studies.
- Be bilingual in English and French.
- Be knowledgeable about churches and religious organizations in Montreal.

This is contract position for a period of five months (April to August 2022). We anticipate that over the course of this contract, the program director will work the equivalent of 0.5 FTE (2.5 days per week), though the hours will not be evenly distributed, with more hours concentrated in the summer and fewer in the spring. Pending confirmation of further funding, we hope to extend this position to a permanent position to support future offerings of this program.

Salary will correspond to qualifications and experience and will be based on a range of \$50,000 to \$55,000 for a 1.0 FTE full-year equivalent position or about \$10,500 to \$11,500 for the period of this contract.

For further information or an informal conversation about this position, please contact the Rev. Canon Jesse Zink, principal of Montreal Diocesan Theological College, at [jessezink@montrealdio.ca](mailto:jessezink@montrealdio.ca).

A complete application includes a cover letter, resume, and the names and contact details of three references. Complete applications may be sent to [info@montrealdio.ca](mailto:info@montrealdio.ca). A review of applications will begin on 7 February 2022 and continue until the position is filled. We hope that the successful candidate will be able to begin on 1 April 2022.