

PROGRAM DEVELOPMENT & COMMUNICATIONS DIRECTOR

Service Description

NOTE: "Program" refers to all workshops, seminars, retreats, and other activities offered by Providence Renewal Centre for the purpose of fostering personal and communal growth and renewal.

Primary Responsibilities

The Program Development & Communications Director is responsible for ensuring that programs are offered and promoted in keeping with the Mission, Vision, and Values of Providence Renewal Centre (PRC). This may be a full- or part-time position, depending upon the incumbent(s). The primary responsibilities are to:

- Develop and implement programs and retreats to meet the needs of the community
- Provide program-related marketing, communications, and public relations

The Program Development & Communications Director is responsible to the Executive Director of Providence Renewal Centre.

Specific Tasks and Duties

The specific tasks and duties are as follows.

- Engage in yearly program planning processes:
 - Establish annual program goals, objectives, and priorities
 - Determine program offerings and scheduling
 - Project annual program expenses and revenue
 - Evaluate the overall success of the program activities
- Program development and delivery:
 - Research and identify programs appropriate for the Mission of the Centre
 - Resource and negotiate the services of speakers and program facilitators
 - Ensure that adequate and appropriate information relating to program requirements is communicated to appropriate staff
 - Coordinate all program offerings
 - Implement and maintain a process for evaluating program activities
- Promote and market all PRC programs:
 - Direct the preparation and distribution of general program information through multi-media channels in a timely manner
 - Direct the preparation and distribution of various advertising for specific programs
- Develop and maintain effective relationships:
 - Liaise with archdiocesan and other church and community agencies, including the Edmonton and District Council of Churches

- Liaise with other retreat centres
- Foster relationships among Centering Prayer groups in Edmonton and area
- Foster relationships among Spiritual Directors in Edmonton and area

- Manage the Spiritual Director roster:
 - Facilitate annual renewal of covenants (payments, benefits, policies)
 - Manage new applications, document collection, and interview process
 - Coordinate annual gatherings
 - Coordinate and communicate parlour booking procedures

- Prepare reports as required for:
 - Meetings of the Board of Trustees
 - The Annual Report for Providence Renewal Centre

The Program Development and Communication Director shall also perform other tasks and responsibilities as may be assigned from time to time by the Executive Director.