



JOB DESCRIPTION

POSITION: EVENT FACILITATOR

Calgary – 1 Opening

Saskatoon – 2 Openings

JOB PURPOSE

FacetoFace Ministries is a professional and vibrant ministry based out of Saskatoon, SK. In this job, you will have the unique opportunity to help grow and develop this incredible ministry alongside a fun, creative, and flexible staff.

The Event Facilitator is responsible for the content prep and facilitation of all FacetoFace Ministries events. A significant part of this role involves planning and delivering FacetoFace School Retreats in collaboration with another Event Facilitator.

PRIMARY DUTIES AND RESPONSIBILITIES

FacetoFace Staff Member

The Event Facilitator will share the same vision and values to live out the FacetoFace culture.

- Participating in the ministry's office rhythms and meetings.
- Adhering to the FacetoFace Policy Manual, including following the required safeguarding regulations.
- Maintaining strong and positive relationships with ministry supporters, dioceses, and partner organizations.
- Support other areas of the ministry to fulfill the overall vision.
- All other assigned tasks as needed

Event Facilitator

Co-leading FacetoFace School Retreats

- Develop and prepare retreat themes, detailed content, and required materials for each school year.
- Co-lead approximately 65 FacetoFace School Retreats across Western Canada annually.
 - This includes travelling to various locations and staying in hotels during the week to lead retreats at local Catholic schools.
 - Each retreat day includes set-up, facilitating five sessions throughout the school day, and tear-down.
 - Most retreats serve elementary schools (K–6 or K–8) and are designed to be high-energy, engaging, and rooted in a clear and simple Gospel message that fosters initial encounters with Jesus and positive experiences of faith.

Assist in the leading of other FacetoFace Events

- Preparing for assigned events as needed.
- Helping lead other ministry events, such as the United Conference, weekend Retreats, FacetoFace Nights, Anchor Program, and WORD Bible Studies.

Facilitating FacetoFace Summer Programs

- Filling a facilitation role at any assigned summer programs
- Involvement throughout the year in the planning and preparation of the summer programs.
- Working with fellow staff/team to facilitate summer programs on-site.

JOB REQUIREMENTS & QUALIFICATIONS

The Event Facilitator is to be spiritually and professionally apt to take on the excellence that FacetoFace Ministries strives to achieve. The Event Facilitator is to have desire and motivation to become a dedicated and long-term youth ministry professional.

Applicant requirements:

- Applicant must be willing to relocate if not already residing in applicable city of application (Calgary or Saskatoon). Relocation stipend available.
- Due to Event Facilitators needing to share hotel rooms with other male staff, this position is only open to male applicants.



Application qualifications:

- Actively striving to grow in Christ-like character, including Sacramental life and consistent daily prayer.
- A desire to share the gospel of Jesus Christ, and a trusting reliance on God to yield the hoped-for results.
- Experience leading retreats and doing ministry.
- Lives out the FacetoFace values of humility, excellence, and Christ-centred relationships.
 - Teachable.
 - Ability to adapt easily and quick on their feet.
 - Excellent verbal communication skills.
 - Inspires youth to follow and respond through his words and actions.
 - Fosters teamwork: Works proficiently with a co-leader.
- Adequate knowledge of, and ability to express, the teachings of the Church.
 - A base level knowledge of Catholicism is necessary, but formal theology education is not required.
- Technologically apt and proficient with computers.
- Creative and innovative.
- Musical ability is an asset, but not required.

WORKING CONDITIONS

- Approximately 11 weeks on the road travel to lead School Retreats.
- Evening and weekend events as required.
- Event Facilitators will receive a full overview of their work schedule from September to June by the preceding June, providing clarity on travel weeks, event commitments, and other program responsibilities. This overview may be subject to slight change. Changes will be communicated well in advance.
- When not on the road, Facilitators are primarily working from the FacetoFace office in the applicable city of employment.
 - Personal workstation provided in Event Facilitators office.
- Work time is managed according to a salary-based standard. Applicable time in lieu is provided for work completed beyond a typical work week and is granted in addition to allotted vacation time.

INCOME, HOURS, BENEFITS AND APPLICATION DETAILS

Income

- Employee will work a full-time salary paid contract based on a 37.5-hour work week
- Employee will receive a travel stipend of \$50/night away from home when on the road leading events.

Benefits

- 3 weeks holidays/year
- After the three-month probationary period, the employee will have 50% of basic health and dental group benefits plan covered by FacetoFace Ministries.
- Following the first year of employment, full time employees will join a 5% matching group savings plan.

Application Process:

- Once applications are received, they will be reviewed by the team. Selected applicants will be invited to complete a more detailed application, including additional information and the submission of a few ministry-related videos.
- After reviewing the detailed applications, shortlisted candidates will be invited to an interview.
- Interviews are conducted by a panel of FacetoFace staff and may also include a member of the Board.
 - Candidates can expect to hear the outcome within seven days of their interview.

TO APPLY FOR THE EVENT FACILITATOR:

Email a cover letter and resume to Adelaide Quickfall at adelaide.quickfall@f2f.ca

Please watch this video as a companion to help understand what is expected of an Event Facilitator

