COMMUNITY OUTREACH SPECIALIST

Full-Time | Bedford, Nova Scotia | Community engagement within Canada

Reports to: Corpus Christi Engagement Manager

ABOUT CHALICE

Chalice is a Catholic charitable organization with a vision for "A world where all children and families live in communities of life and love."

Through the generosity of our Canadian supporters, combined with the continued effort of our international partners and Chalice-sponsored families, we work in hundreds of communities around the world to provide opportunities for children to receive an education, families to become empowered, and communities to become more caring and connected.

THE OPPORTUNITY

The Community Outreach Specialist builds relationships with Catholic parishes, schools, and faith-based organizations across Canada, supporting the formation and growth of parish volunteer teams and strengthening participation in Chalice initiatives.

Working closely with the Volunteer Outreach Coordinator and Corpus Christi team, this role facilitates parish engagement, develops school partnerships, and supports community-led special events and fundraising activities.

The Specialist coordinates simultaneous outreach initiatives, helps prepare training and communication resources, develops plans and reports on engagement activities, and shares the impact of Chalice's work with supporters.

This position contributes to Chalice's Catholic, faith-filled and prayer-filled workplace and requires strong interpersonal skills, initiative, and an understanding of Catholic faith and Church structures.

KEY RESPONSIBILITIES

- Collaborate with the Volunteer Outreach Coordinator to recruit and engage volunteers for Chalice Corpus Christi non-sponsorship weekends and related parish initiatives.
- Help develop volunteer training materials, initiate parish volunteer teams, and facilitate long-term planning for parish events.
- Build relationships with parish-based organizations, including the Catholic Women's League, Knights of Columbus, and Legion of Mary.
- Support communication and collaboration among pastors, parish groups, and volunteers, and encourage involvement in Chalice's prayer ministry.
- Facilitate multiple concurrent parish outreach campaigns across Canada.
- Develop and maintain relationships with Catholic schools, school boards, school administrators, teachers, and other Catholic organizations.
- Connect Catholic social teachings and charitable giving with school engagement opportunities, and invite schools to participate in parish events and Chalice weekends.
- Work with the Senior Invitation Manager to develop an annual school engagement plan, including budget and reporting requirements.
- Communicate the School Connections program to school communities, identify opportunities to grow partnerships, and provide impact reports and appreciation to participating schools.
- Guide supporters organizing independent special events, coordinate materials and resources, and communicate Chalice standards for handling funds and marketing.
- Provide post-event follow-up, share impact reporting, and recognize supporters' contributions.
- Collect stories and experiences from parishes and schools for outreach, promotional, and reporting purposes.
- Collaborate with Corpus Christi team members and other departments to ensure alignment with Chalice's strategy and standards.
- Contribute to Chalice's faith environment, including morning prayer and other faith-related activities; perform other duties as assigned.

QUALIFICATIONS AND COMPETENCIES

- Post-secondary degree in Catholic studies, program management, fundraising, communications, theology, ministry, education, business, marketing, or a related field; or demonstrated experience in a comparable role.
- Strong knowledge of the Catholic faith, prayer, Catholic social teachings, and Church structure, with values aligned with Chalice's mission.
- Comfortable initiating and developing new relationships through telephone, electronic, and written communication.
- Experience developing and delivering clear, engaging presentations.
- Excellent interpersonal, written, and verbal communication skills.
- Strong organization, planning, prioritization, and time-management skills, with the ability to coordinate multiple initiatives.
- Proficiency in Microsoft 365, including Outlook, Word, Excel, Planner, Teams, and SharePoint.
- Ability to learn independently, demonstrate initiative, respond flexibly to change, and work respectfully as part of a team.
- Experience working in cross-cultural settings and with people from diverse backgrounds.

OTHER REQUIREMENTS

- Ability to travel within Canada multiple times per year may be required.
- Satisfactory criminal record check and vulnerable sector check.
- Participation in training sessions, conferences, workshops, and relevant research and knowledge-sharing activities as required.
- Professional fluency in English (written and spoken).

WORKING CONDITIONS

- Full-time, permanent, office-based position in Bedford, Nova Scotia, with a minimum 40-hour work week, Monday to Friday.
- Legally entitled to work in Canada.
- Occasional schedule flexibility may be required for communication across time zones and community outreach activities.
- Openness to celebrating Catholic beliefs and traditions, including participating in morning prayer at 8:30am.
- Competitive salary, plus a comprehensive benefits package (health, dental, vision, EAP, life/AD&D) in accordance with organizational policies.
- Group RRSP subject to eligibility requirements.
- Paid time off, including vacation, personal, and sick days.
- Start date is immediate upon hiring and employment is subject to a probationary period.

Application deadline

Please submit your resume and cover letter by **November 30, 2026, to hr@chalice.ca** with the subject line:

"Community Outreach Specialist – 2026".

Applications will be reviewed as they are received, and early submissions may be given priority. Shortlisted candidates will be invited to complete a job-related assessment as part of the selection process. Candidates may request reasonable accommodation at any stage of the recruitment and assessment process.

If you enjoy building relationships with Catholic communities, engaging volunteers, and supporting Chalice's mission, we invite you to apply.