

Art & Soul @ Trillium Coordinator

Fostering Creativity. Connection. Community

Part-Time, Contract, St. Catharines, Ontario

Hourly Rate: \$30 hour approximately 6 hours/week

What is 'Art & Soul'?

Art & Soul at Trillium is a ministry of Trillium United Church, which is located in the north end of St. Catharines, Ontario. *Art & Soul* is designed to foster creative expression and spiritual exploration through community and is founded on the belief that arts and creativity are a powerful way to engage the heart, the imagination, connect with one another-- and to help deepen our daily lives.

Position Overview: The Coordinator Role

The Art & Soul Coordinator plays a key role in bringing this vision to life. This part-time person will provide administrative and creative support in the planning and hosting of events and programs, assist with organization and communication, and collaborate with others to help *Art & Soul* flourish. Success in this role means supporting smooth operations while fostering an environment where creativity and spirituality intersect meaningfully.

The successful candidate will be a self-starter who can work alongside an enthusiastic and imaginative team to shape meaningful gatherings that build community and offer spiritual growth experiences.

Reports to: Art & Soul Team Lead (day-to-day) and Ministry & Personnel Committee (oversight)

Key Areas of Responsibility

1. Team & Administrative Support

- Help to plan team meetings and maintain accurate records.
- Record and manage registrations and participant data to support intentional program growth.
- Serve as a primary communication liaison with staff and the broader community.
- Make sure that information flows clearly between the team, staff and wider community.
- **Event Planning & Hospitality** Coordinate event logistics including speakers, venues, refreshments, and appreciation gifts for up to 8 events per year.
- Provide a warm, welcoming presence at events: greet participants, assist with setup, and embody Art & Soul's inclusive spirit.
- Gather post-event feedback and facilitate team reflection on outcomes and future improvements.

What we are Looking For

- **Organized & Detail-Oriented** – Ability to manage multiple tasks while maintaining sight of broader goals.

- **Technology Proficient** – Comfortable with spreadsheets, email platforms, social media, and standard office software.
- **Strong Communication Skills** – Clear, warm, and confident in both written and verbal communication.
- **Collaborative Spirit** – Enjoys working with diverse teams to turn vision into reality.
- **Self-Directed** – Takes initiative and follows through independently and in consultation with others.

Preferred Experience

- Background with event planning, communications, creative arts, or community development.
- Familiarity with Spiritual traditions and openness to United Church of Canada's inclusive values.
- Experience with spiritual formation or nonprofit leadership, working with volunteers.
- Understanding of how creativity intersects with spiritual practice.

Logistics & Compensation

Part-time: Contract, approximately 6 hours per week with variation depending on event cycles.

Mostly remote: But in person at Trillium 2-3 times a month for events and meetings

Compensation: Competitive hourly rate of approximately \$30.00 per hour.

You'll need: An up-to-date personal computer for administrative tasks

Growth Opportunities: Potential to expand your skills, spirituality, event management, and creative leadership

About Trillium United Church

Trillium is a welcoming, inclusive community exploring faith through creativity, service, and connection. Art & Soul ministry is one way we open the door to deeper meaning and community life.

To Apply: Send your resume and a brief cover letter to Barb McGill at revbarb@trilliumunited.ca

We'd love to hear about what draws you to this role and how your gifts might fit with our mission. We welcome applications from candidates of all backgrounds who share our commitment to inclusive, creative ministry.