



# Administrative Assistant – Property Resources

Are you looking for an opportunity to contribute your professional skills to the work of the Church? Do you have a positive and welcoming attitude, strong attention to detail, organizational and administrative skills and a passion for work with meaning? Do you have knowledge of building, property and construction matters and applicable laws? If so, the Anglican Diocese of Toronto is seeking an Administrative Assistant, and we want to hear from you.

The Anglican Diocese of Toronto has 216 congregations, and is the most populous of the 30 dioceses in the Anglican Church of Canada. The Diocese serves Christ's mission through compassionate service, intelligent faith, and godly worship. All that we do should enable us, as a Diocese, and as parishes and other ministries within the Diocese, to be missionally focused – increasing our capacity to respond as vibrant partners of God's activity in the world. For more information on the Diocese of Toronto, its ministry and its strategic priorities, please refer to [www.toronto.anglican.ca](http://www.toronto.anglican.ca).

## Major Responsibilities:

- Provide skilled administrative assistance to the Director of Property Resources, including answering phone calls and calendar management.
- Assist with research assignments and provide written reports.
- Organize meetings, including preparing the agenda and supporting documentation, taking minutes, distributing materials, contacting committee members and guests, meeting preparation and cleanup.
- Guide and provide support to parishes and other facilities in the oversight and management of their buildings and property, in compliance with civil legislation, canon law, diocesan policy, municipal approval processes, and good business and industry practices.
- Offer skilled professional assistance to parishes in real property matters.
- Prepare the Diocesan inspection schedule for parish buildings, and advise parishes of the schedule.
- Monitor specific license/lease accounts, including insurance coverage, which relate to property matters of the Diocese.
- Respond to, or refer, requests for information regarding the constitutions and canons, as they relate to property matters.
- Ensure that the Parish Leader's Manual, Policies/Guidelines, website, vendor contact information, and Minutes are up-to-date, accurate, and accessible. Recommend revisions as required.
- Communicate clearly and accurately with committees, parishes, churchwardens, clergy and staff.
- Other duties as assigned.

The Diocese is seeking a full-time Property Resources Assistant. The successful candidate for this position will have strong organizational and writing skills, great attention to detail, the ability to take initiative, and excellent oral and written communication skills in English. Candidates should be proficient with using Microsoft Office, e-mail, the internet, and updating websites (through WordPress). This position requires familiarity with contracts (licenses & leases), corporate governance, risk-management, real estate and/or construction matters and applicable laws. A Legal Assistant Certificate or a Law Clerk Diploma is beneficial. Familiarity with the Anglican Church, including a thorough understanding of Church structure, processes, relationships, and vocabulary is an asset.

The Anglican Diocese of Toronto embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. The Diocese has an Accommodation Policy and accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the Diocese. We welcome applications from all qualified persons. The Diocese is an equal opportunity employer.

The salary range begins at \$43,111 plus participation in the Diocesan pension and benefits plans. If you are interested in this position, please apply in writing by **October 27, 2017** to:

Human Resources  
Anglican Diocese of Toronto  
135 Adelaide St. E., Toronto, ON M5C 1L8  
**E-mail:** [hr@toronto.anglican.ca](mailto:hr@toronto.anglican.ca)

We thank all applicants however only those selected for an interview will be contacted. No phone calls and no agencies please. Visit our web site at: [www.toronto.anglican.ca](http://www.toronto.anglican.ca)