



# Administrative Assistant

Are you looking for an opportunity to contribute your professional skills to the work of spiritual leaders? Do you have a positive and welcoming attitude, strong attention to detail, organizational and administrative skills and a passion for work with meaning?

The Anglican Diocese of Toronto has 207 congregations and is the most populous of the 30 dioceses in the Anglican Church of Canada. 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).

The Diocese is seeking an 80%-time Administrative Assistant for Trent-Durham Bishop’s Office (located in Whitby). The successful candidate for this position will be responsible for the overall office administration and be a self-starter with excellent oral and written communication skills in English. Applicants must have at least 5 years related administrative assistant experience. Must be flexible, tactful, thorough, and well-organized team player with excellent judgement. The ability to exercise discretion, confidentiality and maturity is important, and the Area Bishop will rely upon your calm, professional, and confidential demeanor to ensure that visitors and inquirers are handled professionally. Candidates should be proficient with using Microsoft Office, e-mail, the internet, social media, and updating websites (through WordPress).

## Major Responsibilities:

- Provide support for Bishop in his/her role as Area Bishop.
- Interact confidentially with area clergy, parish leadership, Diocesan and national offices.
- Responsible for the administrative needs of the Area Office.
- Prepare responses to inquiries made by email, phone, or written correspondence.
- Schedule appointments, regular meetings, parish days, Sunday visits, and confirmations.
- Ensure that the database and website information is up-to-date and accurate. Maintain and increase the Area’s online presence.
- Plan and coordinate events.
- Take minutes and coordinate logistics for meetings. Prepare reports and newsletters.
- Keep track of Area Budget and maintain petty cash for Area Office.
- Make travel arrangements for the Area Bishop as required.
- Prepare clergy appointment letters. Monitor contact expiry dates, prepare extension letters, and notify the Diocesan payroll office of endings.
- Prepare priest in good standing letters, letters of permission, certificates of Induction and declarations, and schedule Inductions.
- Ensure detailed processes are followed and tracked.

This is a two-person office in Whitby and candidates must be comfortable working alone regularly. Familiarity with the Anglican Church, including a thorough understanding of Church structure, relationships, and vocabulary is an asset. Due to the nature of the position and to avoid conflicts of interest, ordained individuals and their significant other will not be considered for this position.

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 Toronto Anglican Diocese is an equal opportunity employer.

The salary range begins at \$36,671 for this 80%-time position (*\$45,839 on a full-time basis*) plus participation in the Diocesan pension and benefits plans. If you are interested in this position, please apply in writing by **Friday, April 5, 2019** 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)