



Administrative Assistant

Are you looking for an opportunity to contribute your professional skills to an organization that is committed to faith, compassion, collaboration, accountability and boldness? Do you have a positive and welcoming attitude, strong attention to detail, organizational and administrative skills and a passion for work the meaning?

About the Anglican Diocese of Toronto

The Diocese of Toronto is the largest Anglican diocese in Canada by population and membership, and it stretches over 26,000 square kilometers of urban, rural and suburban communities. We proclaim and share the gospel of Jesus Christ, episcopally led by the Bishop of Toronto and four suffragan bishops, and synodically governed. 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.

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.
- Maintains links with area clergy, Diocesan and national offices.
- Prepare responses to inquiries made by email, phone, or written correspondence.
- Schedule appointments and regular meetings (Bishops, Area Council, Directors, etc.) as requested.
- Schedule parish days, Sunday visits and confirmations. Send letters to parishes requesting pertinent information about the service and the Bishop’s role.
- Ensure that the database and website information for the Episcopal Area is up-to-date and accurate. Maintain and increase the Episcopal Area’s online presence. Correct or inform the appropriate staff of corrections.
- Plan and coordinate events, including booking speakers and venues, catering needs, maintaining registration lists, and ensuring materials are copied and available.
- Prepare reports, minutes, and Area newsletter.
- Provide staff support to Area Council including attending meetings, taking minutes, and tracking membership.
- Collate, label, and assemble all mailings from the Area Bishop’s Office. Maintain the filing system.
- Keep track of Area Budget and inform the Area Bishop of any areas of concern.
- Order supplies for the Area Bishop’s office.
- Compile receipts and reconcile Bishop’s credit card expenses including proper coding. Responsible for submitting expenses to the Finance dept.
- Make travel arrangements for the Area Bishop as required.
- Ensure clergy information required for appointments is shared with the appropriate Diocesan staff.
- Ensure that appointment letters are completed using the Diocesan templates and that remuneration information is consistent with Diocesan procedures and practices. Consult with the Diocesan Human Resources department as required.
- Monitor contract expiry dates, drafts appropriate extension letters, and notify the Diocesan Payroll office of endings.

- Prepare priest in good standing letters and letters of permission
- Prepare certificates of Induction and declarations and schedule Inductions.
- Assist clergy and parishes with the clergy moving expense reimbursement process.

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 \$37,367 for this 80%-time position (*\$46,709 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, January 17, 2020** to:

Human Resources
Anglican Diocese of Toronto,
135 Adelaide St. E., Toronto, ON M5C 1L8.
E-mail: 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