



Administrative Assistant

Bishops Office

The Opportunity

The Anglican Diocese of Toronto is looking for an experienced administrative assistant who will work closely with the senior leaders of the organization and support them in their mission to increasing our capacity to respond as vibrant partners of God's activity in the world. Reporting to the Diocesan Executive Assistant, and in collaboration with other team members, the assistant will support the work of the Bishops Office with calendar management; proactively responding to the administrative work of the department; and supporting the leaders in their roles on committees and with their portfolios including Diversity, Youth Ministry, and the ordination process of the Diocese.

About the Anglican Diocese of Toronto

The Diocese of Toronto, founded in 1839, is largest diocese in the Anglican Church of Canada by population and membership. Nearly 5 million people live here, 376,000 of whom identify as Anglicans. There are about 54,000 people on our parish rolls. With 200+ congregations, the Diocese stretches over 26,000 square kilometers of urban, rural and suburban communities.

We're home to many culturally diverse and language-based congregations, including Chinese, Filipino, Hispanic, Japanese and Tamil. Our Anglican communities include parishioners from Africa, the Caribbean, Europe, India, the Middle East, Pakistan, Sri Lanka and many other parts of the world. Liturgically, our Diocese has a wide range of expression, from traditional and contemporary to charismatic, evangelical and Anglo-Catholic. You'll also find several "fresh expressions" of Church.

The land on which we gather is the traditional territory of the Huron-Wendat, Haudenosaunee, Anishinabek, Odawa, Mississaugas of the New Credit, Mississaugas of Scugog, Hiawatha, Curve Lake and Alderville First Nations, and the Métis Nation. It was the subject of many treaties and covenants. Today, Toronto is home to Indigenous people from across Turtle Island. We are grateful for the opportunity to gather on this territory and work in this community.

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.

For more information on the Diocese of Toronto, its ministry and its strategic priorities, please refer to www.toronto.anglican.ca.

Staff Benefits

- The opportunity to work with both a small staff team (37 in the head office), work closely with the senior leaders of the Church, and with 1000+ dedicated clergy and volunteers who are passionate about the mission of the Anglican Church.
- 3 weeks annual vacation; summer hours; and additional paid holidays.
- Full-time is a 35 hour work week.
- Paid sick days.
- Access to an Employee Assistance Program
- Opportunity to participate in:
 - Excellent pension benefits: multi-employer, defined benefit plan.
 - Group life insurance, optional life insurance, extended health, dental, and vision benefits for you and your dependents.
 - Short term disability: eligible after 3 months of employment for 100% salary continuation for up to 119 days. Long term disability after 119 days.
 - Pregnancy and Parental Leave top-up program.
 - Upon retirement, a retirement allowance and post-retirement group benefits.

Values, Skills and Experience for this position

- Our values are Faith, Compassion, Collaboration, Accountability, and Boldness.
- Candidates need to demonstrate their ability to infuse these values in their work.
- Ability to work collaboratively with a team of dedicated staff.
- Proficient administrative assistance experience.
- Ability to show good judgement and maintain confidentiality. Awareness of the boundaries of the position is essential.
- Can demonstrate adaptability, flexibility, and ability to build and maintain relationships.
- Managing many and varied tasks and cope equitably with interruptions.
- Strong organizational skills and the ability to take initiative and work independently.
- Clear, accurate interpersonal and communication skills, both orally and in writing.
- Ability to keep calm under pressure and deal pleasantly and professionally with people from a variety of backgrounds.
- Excellent customer service and ability to resolve problems diplomatically.
- Advanced knowledge of word processing formats and operations to type reports, and maintain files – MS Office (Word, Excel, Outlook), databases.
- A good working knowledge or a willingness to become familiar with processes, governance structures and norms of the Diocese and the Anglican Church of Canada from parish to national level. Knowledge of the Anglican international structure and inter-church relations is also helpful.

Major Responsibilities:

- Provide professional administrative support for a Bishop and the Diocesan Executive Assistant in their roles.
- Maintain links with clergy, volunteers, Diocesan staff, and the national office.
- Prepare responses to inquiries, reports, minutes, and newsletters.
- Schedule appointments and meetings. Arrange parish days, Sunday visits, and confirmations. Request pertinent information from parishes about their services and the Bishop's role in the service.
- Prepare clergy appointment letters on behalf of the Bishop and track expiry dates.
- Prepare clergy documentation on behalf of the Bishop regarding permissions.
- Plan and coordinate events.
- Review all requests for the Bishop's support to ensure completion aligned with policies and practices.
- Support the Bishops and Diocesan Executive Assistant in their role on committees, with programs, and with specific portfolios.
- Keep track of the related budgets and inform the Bishop of any areas of concern.
- Maintain the database and website information related to your portfolio.
- Make travel arrangements for the Bishop.

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 Anglican Diocese of Toronto is an equal opportunity employer.

To apply for this position, forward your application to:

Human Resources
Anglican Diocese of Toronto
135 Adelaide Street E, Toronto, ON M5C 1L8
Email: hr@toronto.anglican.ca

We thank all applicants, however, only those selected for an interview will be contacted.