



Administrative Assistant Season of Spiritual Renewal

The Opportunity

The Anglican Diocese of Toronto is looking for an experienced Administrative Assistant who will provide support to the Season of Spiritual Renewal. This position is half time (17.5 hours per week) on a fixed term basis, concluding December 31, 2025. The Administrative Assistant will be responsible for scheduling meetings, preparing for events, providing technical and administrative support for the resources developed, responding to inquiries, and supporting the steering committee. Applicants should have 3-5 years of related experience, be flexible, well organized, thorough, have excellent communication skills, and able to work with minimum supervision. Previous experience communicating with churches would be an asset.

Major Responsibilities:

- Provide administrative support for the Season of Spiritual Renewal.
- Schedule appointments and regular meetings both in person and online.
- Ensure relevant information (events, resources, webinars, workshops, etc.) is sent out to parishes and clergy via mail and electronically.
- Create and maintain a master schedule of the workshops, courses, worship events, and webinars offered and ensure the relevant deadlines are met.
- Plan and coordinate events.
- Support the logistics for online resources, courses, webinars, and workshops by providing technical support, setting up the registration portals and tracking registration, and providing statistical reports on usage.
- Create, collect, and compile evaluations for resources and events.
- Develop a tracking system on the use of the resources.
- Organize the travel arrangements for high profile keynote speakers including their flights, hotels, and logistics related to their travel, event, and ministry while they are in the Diocese.
- Prepare responses to inquiries made by email, phone, or written correspondence. Redirect emails from a centralized email address as required.
- Coordinate and interact with the Communications department on materials, webpage, and social media.
- Provide staff support to the Steering Committee: attend meetings, coordinate logistics, take minutes, track action items, and track membership.
- Create and maintain the filing system for prayer, discipleships and worship resources.
- Prepare and submit monthly department expense claims forms for corporate credit card accounts. Process invoices as needed.

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.
- 3-5 years related administrative assistant experience.
- Experience communicating with churches is an asset.
- Some knowledge of project management principles and life cycle.
- Strong technical skills to support online resources and events (Constant Contact, WordPress, Zoom, and the use of a Learning Management System).
- Experience planning workshops and events and making travel arrangements for guest speakers.
- Excellent collaborative and interpersonal skills and ability to work in a team.

- Demonstrates a strong level of accountability, adaptability, flexibility, innovation and commitment to best practices.
- Excellent communication skills both verbal and written.
- Ability to show good judgement and maintain confidentiality.
- Ability to prioritize and pivot, work to tight deadlines under pressure of competing demands and handle multiple tasks.
- Organizational skills and the ability to take initiative and work independently.
- Knowledge of or a willingness to become familiar with the structure, functions and values of the Anglican Church of Canada.
- Excellent customer service and ability to resolve problems diplomatically.
- Advanced knowledge of MS Office (Word, Excel, PowerPoint, Outlook), databases.

Staff Benefits

- The opportunity to work with a small staff team (34 in the head office), and interact with the clergy and senior leaders of the parishes who are passionate about the work of the organization.
- 3 weeks annual vacation; summer hours; and additional paid holidays.
- Hybrid work arrangements.
- Paid sick days.
- Access to an Employee Assistance Program
- Excellent pension benefits: multi-employer, defined benefit plan (5% contribution from employee and 12.5% contribution from the employer).
- Group life insurance, optional life insurance, extended health, dental, and vision benefits for you and your dependents.

About the Anglican Diocese of Toronto

The Diocese was founded in 1839 and is the largest Anglican Diocese in Canada by population and membership. With 200 congregations, the Diocese stretches over 26,000 square kilometers of urban, rural and suburban communities.

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 Diocese is episcopally led by the Bishop of Toronto and two Suffragan Bishops. The Diocese is synodically governed with the Synod being made up of 750 clergy and lay members. For more information on the Diocese of Toronto, its ministry and its strategic priorities, please refer to www.toronto.anglican.ca.

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.