



# Property Resources Coordinator

## The Opportunity

Do you have strong organizational skills and attention to detail—especially when managing multiple deadlines? Are you energized by being the “coordination hub” for a team—keeping workplans current, following up on actions, and ensuring commitments are met? Do you have experience in operations, property management, real estate, and/or project coordination? Do you enjoy working with a wide variety of stakeholders including staff, leadership, and volunteers?

The Anglican Diocese of Toronto has a current vacancy for a Property Resources Coordinator. Supporting the Property Resources department with the over 400 properties in the Diocese, this position ensures effective coordination of priorities and provides assistance to parishes in real property matters.

## Major Responsibilities:

- Ensure that the operational, strategic, and governance workplans of the department are on track and updated regularly, identify gaps and bring forward recommendations for improvement.
- Support the Property Resources Consultant in the day-to-day management of the Diocesan property portfolio.
- Coordinate property resources training and education initiatives for parish leaders.
- Coordinate the annual property resources communications schedule and ensure timely publication of materials (through Constant Contact, email, online postings, etc.).
- Monitor and compile license and lease agreements, including insurance documentation. Review submissions for completeness and fitness.
- Monitor and review all Canon 6 checklists related to low-risk licenses, leases and renovations under \$100,000.
- Coordinate the activities of the Property Resources Volunteer Corps, serving as a point of contact for volunteers.
- Ensure invoices for the Diocesan property portfolio are tracked, processed, and reported on.
- Assist and educate parish leaders regarding canonical compliance and processes related to real property matters consistent with Diocesan policies, canon law, and industry best practices.
- Provide skilled administrative and operational assistance to the Property Resources team.
- Support the department committee work as directed.
- Maintain and update resources, policies, guidelines, and departmental website content.
- Maintain accurate records and documentation.

## Values, Skills and Experience

- Excellent organizational skills and attention to detail.
- Ability to prioritize, manage many and varied tasks and tight timelines.
- Experience in operations, property management, real estate, and/or project management.
- Knowledge of lease and license agreements is an asset.
- Ability to show good judgement.
- Excellent problem-solving skills.
- Ability to take initiative, work independently, and know when to consult.
- Service-oriented attitude with customer service skills.
- Excellent communication skills, both verbal and written.

- Excellent collaboration skills and ability to work co-operatively in a team.
- Demonstrates a high level of accountability.
- Demonstrates a strong level of innovation and commitment to best practice.
- Demonstrates a strong level of adaptability and flexibility.
- Demonstrates a high level of ability to build relationships and excellent interpersonal skills.
- Knowledge of or a willingness to become familiar with the structure, functions and values of the Anglican Church of Canada.
- Proficiency with Microsoft Office tools and familiarity with property management software, building management and automation systems, and other relevant industry specific technology.

## Staff Benefits

- The opportunity to work with both a small staff team (35 in the head office), work closely with staff, leadership and many dedicated volunteers who are passionate about the work of the organization.
- 3 weeks annual vacation; summer hours; and additional paid holidays.
- Full-time is a 35-hour work week; Hybrid Work arrangements.
- Paid sick days.
- Access to an Employee Assistance Program.
- Opportunity to participate in:
  - 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.
  - 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.

## 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 and ministries, 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, please refer to [www.toronto.anglican.ca](http://www.toronto.anglican.ca).

## Application

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. We welcome applications from all qualified persons. 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.

The Diocese is committed to leveraging new technologies and working efficiently. As a result, artificial intelligence systems may be used as part of our process to screen, assess, and/or select applicants for this position.

The hiring range for this position is \$61,947 to \$70,000 with the ability to progress to a maximum of \$77,432. To ensure fair and equitable pay, placement on the salary range will be based on your relevant years of experience, skills, and qualifications. To apply for this position, forward your application to:

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

Please indicate “Property Resources Coordinator” in your application. We thank all applicants, however, only those selected for an interview will be contacted.