

Synod Assistant

The Opportunity

Are you a highly organized administrative professional who enjoys supporting senior leaders, committees, and governance processes? Do you thrive on coordinating complex calendars, meetings, mailings, registrations, and follow-up actions with accuracy and care? Are you comfortable preparing minutes, reports, presentations, surveys, and other materials while keeping confidential information secure? Do you enjoy working with staff, clergy, lay leaders, volunteers, and community partners to ensure important diocesan work runs smoothly?

The Anglican Diocese of Toronto has a current vacancy for a Synod Assistant. The Synod Assistant will provide high-quality administrative support services to the Secretary of Synod and Executive Director and will support the work of the Diocese through special projects.

Major Responsibilities:

a) *Administrative Support*

- Ensure electronic communications are distributed.
- Update the Administration section of the website.
- Draft reports, presentations, meeting materials, and expense reports.
- Set the annual calendar of dates for key governance meetings, in consultation with the Bishop's Office.
- Assist in ensuring that the Policies & Guidelines, and the Constitution and Canons and minutes are up-to-date and accurate. Recommend revisions as required.
- Plan all logistics, including invitations and registration for the Parish Leaders Workshop.
- Provide data analysis (prepare the framework, methodology and results) in various surveys.
- Oversee calendar management for the Executive Director.

b) *Synod Council and its Committees*

- Assist in planning and preparing for Synod Council and Risk & Governance Committee meetings (i.e. track agenda items, conduct email polls, book and set up meeting rooms as needed, and communicate with members by email).
- Write and distribute the minutes and collect all notices of motion.
- Follow Synod Council meetings; draft letters, send mailings, update indexes and decision logs, and file required documentation. Ensure the motions from Synod are brought to Synod Council.

c) *Synod*

- Compile lists of members, notify members, and implement the pre-registration process prior to Synod and the registration process at Synod.
- Assist with the production of the agenda, necessary notices, reports and convening circulars for Synod, take minutes and track action items and nominations for the committees of Synod.
- Support the Secretary of Synod in coordinating all Synod logistics including staff and volunteer assignments.

d) *Perform data gathering and information sharing*

- Update and ensure accuracy of parish data and Synod related information in the database.
- Update the Incumbents' Annual Statistical Return by importing data from the Parish portal and/or inputting data from the submitted returns.
- Ensure that the Incumbent's Annual Statistical Returns are complete.

- Maintain current lists of Synod Officers, clergy on the Bishop's list (in consultation with the Bishops Office) and lay members of Synod according to Diocesan policies.
- Support the database transition project, including data migration, integrity, and reporting activities.

e) *Special Projects*

- Provide project-specific administrative support for Diocesan strategic and operational initiatives including website-related projects.

Values, Skills and Experience

A combination of education and experience with the following:

- Post-secondary diploma or degree in office administration, business, project management, or a relevant field (or equivalent combination of education and experience).
- Minimum 3 years of proficient administrative/executive assistance experience (preferably in a non-profit, church or governance environment).
- Event planning and/or project coordination experience is a strong asset.
- Advanced knowledge of word processing formats and operations to type reports, and maintain files – MS Office 365 (Word, Excel, Outlook).
- Experience with digital meetings (Zoom, Webinars, etc.).
- Experience with email marketing systems (e.g. Constant Contact) and WordPress; experience with databases (FileMaker and/or Salesforce or other CRMs) is required.
- Ability to take initiative and work independently while managing multiple priorities.
- Excellent customer service/ problem resolution skills.
- Excellent collaborative skills and ability to work in a team
- Excellent interpersonal skills
- Demonstrates a high level of accountability
- Demonstrates a strong level of innovation and commitment to best practices
- Demonstrates a strong level of adaptability and flexibility
- Demonstrates a strong level of ability to build relationships
- Excellent communication skills both verbal and written
- Sound judgement and ability to maintain confidentiality.
- Strong organizational skills and attention to detail.
- Knowledge of (or a willingness to become familiar with) the structure, functions and values of the Anglican Church of Canada

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.

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 \$54,200 to \$60,980 with the ability to progress to a maximum of \$67,755. 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

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