



# Administration & Synod Assistant

## The Opportunity

The Anglican Diocese of Toronto is looking for an administrative assistant who will provide support to both the Secretary of Synod and the Executive Director. This role will work closely with The Synod department, coordinating and supporting the meetings and events that are critical to supporting our ministries. Experience with digital meetings, WordPress, database system, using email marketing systems (such as Constant Contact), and with the Microsoft Office Suite would be an asset. Administrative support will also be provided to the Executive Director.

## 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](http://www.toronto.anglican.ca).

## Staff Benefits

- The opportunity to work with both a small staff team (37 in the head office) and work closely with 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 be a calm and thoughtful support to the team.
- 2 years of proficient administrative assistance experience.
- Event management experience (planning, coordinating, and supporting large meetings and events).

- Event planning and/or project coordination experience would be an asset.
- Experience with digital meetings, such as Zoom, Webinars, etc.
- Advanced knowledge of word processing formats and operations to type reports, and maintain files – MS Office (Word, Excel, Outlook); email marketing systems (i.e. Constant contact); and WordPress. Experience with a database (FileMaker).
- Ability to work collaboratively with a team of dedicated staff.
- Clear, accurate interpersonal and communication skills, both orally and in writing.
- Can demonstrate a high level of accountability.
- Ability to show good judgement and maintain confidentiality.
- Can demonstrate adaptability, flexibility, and ability to build and maintain relationships.
- Ability to manage many and varied tasks.
- Attention to detail and manage multiple priorities.
- Strong organizational skills and the ability to take initiative and work independently.
- Excellent customer service and ability to resolve problems diplomatically.
- Can demonstrate a strong level of innovation and commitment to best practices.
- Knowledge or a willingness to become familiar with the governance structures, functions, and values of the Diocese and the Anglican Church of Canada.

**Major Responsibilities:**

- Assist in the planning and preparing for governance meetings including: tracking agenda items; conducting email polls; set up for meetings and coordinate logistics; taking minutes; compiling member lists; implementing the registration processes; preparing meeting materials, reports, and presentations; communicating with members; tracking nominations; and filing documentation.
- Assist with the development and production of the agenda, necessary notices, reports and convening circulars for Synod.
- Support the Secretary of Synod in coordinating all Synod logistics including staff and volunteer assignments; venue selection, timing, catering, materials and presentations, and developing and delivering the training presentation for staff and volunteers. Works closely with the external events planner for coordinating logistics.
- Oversee electronic communications regarding the governance of the organization and conducts email polls.
- Provides data analysis (prepares the framework, methodology and results) in various surveys, including feedback regarding large meetings and workshops.
- Import data from the web portal and/or input data from the Annual Statistical Returns to the database, and follow-up with congregations regarding their returns.
- Oversee the calendar management for the Executive Director and Secretary of Synod.
- Setting the annual calendar of dates for Diocesan Council, Executive Board, Pre-Synod meetings, Admin meetings, Staff meetings, Parish Leaders Workshops and the Diocesan Centre Leadership Team, in consultation with the Bishop’s Office.
- Update the Administration section of the website as required and that all appropriate material is posted.
- Assist in ensuring that the Policies & Guidelines, Constitution and Canons and minutes are up-to-date and accurate. Recommend revisions as required.

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.

The salary range for this role starts at \$48,111. 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](mailto:hr@toronto.anglican.ca)

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