



The United Church of Canada Position Description

for submission to the JEC

Signature: _____
(GCM/CES/EM/EO)

Position Title: Administrative Assistant, Conference Personnel Ministers	Job Code: TOR02
Reports To: Finance and Property Administrator	Job Code: TOR09
Unit/Section: Toronto Conference Office	Date: September 2014

Purpose:

The Administrative Assistant has a wide diversity of tasks that support the work of the Conference Personnel Ministers and the administrative functioning of the Conference.

Context:

The Conference offices, as part of the wider church, are called to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation. The General Council offices support the ministry and mission of the local ministry units, presbyteries, and Conferences and are the national expression of The United Church of Canada, working ecumenically and in global partnership, faithfully, collaboratively, and effectively.

Toronto Conference supports local ministry units and presbyteries in partnership with Toronto United Church Council, the Presbyteries of Toronto Conference Corporation and General Council. As part of the wider church, we are called to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation.

Toronto Conference is one instrument for the empowerment and animation of our various ministries, seeking to focus on Christ's mission. In light of this, much of the work of Conference staff is carried out within the presbyteries of Toronto Conference and their local ministry units. A central office supports the Conference's administrative functions.

Toronto Conference is characterized by significant diversity ranging from urban to rural, and influenced by multicultural and intercultural realities. Experience within the membership of the ministries in the Conference varies widely, and theological perspectives are sophisticated and diverse. Tension exists between areas of high growth and opportunity and areas inclined toward amalgamations and church closings. There is much opportunity for vital and creative ministry within the Conference.

Reporting Relationships:

This position reports to the Conference Executive Secretary through the Finance and Property Administrator and has no direct reports.

Specific Outcomes and/or Key Position Functions:

Conference Personnel Ministers

Key functions include:

- provide general administrative support to the personnel ministers;
- coordinate written and verbal communications from the personnel ministers, including preparation and formatting of resources, memos, and email communications;
- handle confidential written and verbal communications appropriately;
- arrange for meetings, consultations, and workshops, including arranging for sites, room set-up, equipment, and catering for meals and snacks;
- attend meetings, consultations, workshops, as required to assist with registration;
- input necessary information into the ACS database and preparation of reports as required;
- prepare resources for inclusion on conference website; monitor website for information to be updated and removed as required.

Conference Settlement and Pastoral Relations Committee

Key functions include:

- in consultation with conference personnel minister and committee chair consult on policy;
- receive and prepare all necessary paperwork from LMU's, ministry personnel, liaisons for monthly meetings/conference calls for committee;
- prepare omnibus motion for meetings and distribute to committee members and applicable staff members;
- distribute signed paperwork and/or notify all applicable parties as to the decision/action of the committee;
- administer Conference's marriage licence policy;
- prepare annual Settlement Report for annual meeting;
- provide necessary administrative support to volunteer chairperson and secretary of committee.

Conference Interview Committee

Key functions include:

- in consultation with conference personnel minister and committee chair prioritize requests; develop interview schedules, form interview teams;
- ensure all necessary forms and reports have been received and send reminders when needed;
- assemble and send packets to those being scheduled for interviews and members of the interviewing teams;
- provide letters re motions for appropriate distribution;
- in the area of Admittands, work with personnel minister to ensure necessary documentation has been received from the national office;
- arrange for name tags, welcome signs, office set-up, food and refreshments for day/days of interviews;
- provide necessary administrative support to volunteer chairperson of committee.

Conference Convenor for Supervised Ministry

Key functions include:

- ensure necessary paperwork and reports have been received from convenor and coordinate distribution to necessary parties;
- maintain files of interns and internship sites;
- provide administrative support when necessary to convenor and applicable conference staff.

Staff Relations

Be an active member of the Conference staff in the following ways:

- attend and participate in regular and special staff meetings, retreats or events;
- assist other staff with managing workload at the direction of the finance and property administrator;
- attend the Conference’s annual meeting and provide support as required.

Qualifications:

The requirements listed below are representative of the knowledge, skill, education, experience and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- 3-5 years of experience in an administrative role;
- Ability to effectively and positively deal with changing situations or priorities and experience in a fast paced change management environment is desirable;
- Flexibility to switch easily from one task to another as needed due to the wide variety of tasks/duties involved;
- Demonstrated research skills, communication, interpersonal and teaming skills;
- Solid administrative, planning and organizational skills, priority setting together with effective time management skills to meet deadlines and complete multiple tasks/assignments on time;
- Strong computer skills in Microsoft Office applications (Word, Excel, PowerPoint and Outlook), internet and social media applications;
- Solid writing, editing and proofreading skills with a keen eye for attention to detail;
- Strong minute-taking skills are an asset;
- Ability to maintain confidence.
- Team player, with the ability to lead from behind and work with minimal supervision;
- Ability to work in both official languages is an asset;
- Experience in a not-for-profit setting is desirable.

Working Conditions:

This position functions from the central Toronto Conference office under normal office working conditions but will need to travel between the Conference/Presbytery offices. Attendance at evening and weekend meetings is occasional, with some driving expected.

Approved:

Executive Minister

Date

