



# The United Church of Canada Position Description

for submission to the JEC

Signature: \_\_\_\_\_

(GCM/CES/EM/EO)

<b>Position Title:</b> Executive Assistant	<b>Job Code:</b> TOR-10
<b>Reports To Position:</b> Conference Executive Secretary	<b>Job Code:</b> TOR-01
<b>Unit/Section:</b> Toronto Conference Office	<b>Date Prepared:</b> December 2009 <b>Up-dated:</b> May, 2011

## **Purpose:**

The Executive Assistant has a wide diversity of tasks that support the Conference Executive Secretary 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 congregations, presbyteries, mission units 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 Congregations, Pastoral Charges, Outreach Ministries and Presbyteries in partnership with Toronto United Church Council 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.

The vision of restructuring sees Toronto Conference as an instrument for the empowerment and animation of our various ministries, seeking to focus on Christ's mission. In light of this, the work of most Conference staff will be carried out within the Presbyteries of Toronto Conference and their Pastoral Charges and Outreach Ministries. A central office will support 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 congregations 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.

## **Organization Structure/Reporting Relationships:**

This is one of 14 positions accountable to the Conference through the Conference's Executive Secretary.

- Executive Assistant
- Finance and property administrator
- Four full-time Presbytery-deployed program staff
- Four part-time Presbytery-deployed administrative staff
- Four full-time Presbytery-deployed administrative staff

Day to day supervision of this position is done by the finance and property administrator.

**Specific Outcomes and/or Key Position Functions:**

• **Governance (50% of position)**

Provide administrative support to the executive secretary and the Conference president and any bodies involved in Conference governance, such as the Conference Executive, the Conference annual meeting, interview committee, settlement and pastoral relations committee, and any task groups or Commissions established by the Executive. Key functions include:

- provide general support to the executive secretary;
- produce necessary correspondence on behalf of executive secretary;
- print and distribute annual meeting workbook, Executive minutes, and the Record of Proceedings;
- arrange meetings;
- take complete and accurate minutes of meetings, as required;
- provide administrative support for the Conference president;
- provide administrative support to any task groups or Commissions established by the Conference;
- provide support for Conference annual meeting including preparation of materials e.g. biographies, obituaries, reports, certificates;
- handle Conference confidential material (filing, determining appropriate responses, etc.);
- provide staff support for the settlement and pastoral relations committee and the interview committee, including the preparation of all materials.

• **Administration (40% of position)**

Provide administrative support in the following areas:

- provide support to the executive secretary regarding litigation;
- handle confidential written and verbal communications appropriately
- maintain marriage license records;
- maintain files regarding Incorporated Ministries;
- provide office services, e.g. ordering food, meals and supplies;
- be the Conference's key contact person for the ACS database program with the authority to make operational decisions following consultation with technicians;
- be the Conference's liaison for the Conference's website and the web minder.

• **Staff Relations (10% of position)**

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;
- provide training in particular areas of expertise, e.g. ACS database program, website management.

**Qualifications/Education/Competencies/Experience:**

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.

- Knowledge of the life and work of The United Church of Canada (very high).
- 5 – 8 years experience providing administrative support to senior management.
- Highly developed verbal and written communication skills.
- High level of competence with Microsoft Office products (Word, Excel, PowerPoint).
- Degree of comfort with standard office equipment (photocopiers, printers, projectors, etc.).
- Ability to take detailed and accurate meeting minutes.

**Working Conditions:**

- Normal Office Environment       Warehouse Environment       Home office

<input type="checkbox"/> Extensive Travel within Canada	<input type="checkbox"/> Extensive Travel outside Canada
<input type="checkbox"/> Some Travel within Canada	<input type="checkbox"/> Some Travel outside Canada
<input checked="" type="checkbox"/> Occasional attendance at evening and weekend meetings	

**SIGNATURE BLOCK:**

_____	_____
Immediate Supervisor/Manager	Date
_____	_____
Unit/Conference Leader (GCM/CES/EM/EO)	Date
_____	_____
Employee Relations	Date