



JOB OPPORTUNITY

ADMINISTRATIVE POSITION – Union (USW Local 1998)

Posting Date: September 24, 2018
Closing Date: **October 8, 2018**
Competition No: 882-12-52
Position Title: **Continuing Education and Events Coordinator**
Classification: 9
Department: Emmanuel College
Minimum Salary: \$54,331 with an annual step progression to a maximum of \$69,480
Type of Appointment: Budget-Continuing
80% FTE

Victoria University is committed to equity in access to employment and a diverse and inclusive workplace. The University encourages applications from racialized persons/persons of colour, women, Indigenous people, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas. If you require accessibility accommodation, please contact the Human Resources Department vic.hr@utoronto.ca

Position Summary:

Qualifications Required:

Under the general supervision of the Principal to plan, promote and implement, evaluate and represent the programming for academic and continuing education events, including the Centre for Religion and Its Contexts of Emmanuel College. In collaboration with other staff, faculty and students, to provide coordination for regular and ad hoc events and celebrations at the College.

The Centre for Religion and Its Contexts is the hub for Emmanuel College's outward-facing programs. Through academic and continuing education events, Emmanuel College shares its distinctive contextual approach to the study of religion in all its aspects: theology and belief, historical development, lived experience, and diversity of expressions in the United Church of Canada and in other Christian contexts, as well as in Muslim, Jewish, Buddhist, and other religious understandings. The Centre hosts conversations on the global, Canadian, and local contexts, both urban and rural, that shape religious communities. Its programming attends especially to the implications of living, studying, and exercising leadership in multifaith settings.

Education

Undergraduate degree, ideally with course work in theology, religious studies or divinity, or equivalent combination of education and experience.

Experience

Three years of administrative and events coordination experience. Knowledge of and experience with the United Church of Canada, Emmanuel College, theological education, lay or ordained ministry, spiritual care, interfaith and adult education would be an asset.

Other

Strong computer skills required, Microsoft Office Suite (particularly Word), email, internet, bookkeeping, database systems, etc. Excellent project coordination, event management and administrative/coordination

skills. Excellent interpersonal and communication skills Strong customer service orientation. Graphic design and/or social media skills would be an asset. Must be able to multi-task. Sound judgment under pressure and stress. Able to work independently and as part of a team.

Please fax, mail or email applications to:

Human Resources

73 Queen's Park Crescent

Toronto ON M5S 1K7

Fax: (416) 921-4556

vic.hr@utoronto.ca

Employees are required to submit their personnel numbers with their application. Victoria University thanks all applicants for their interest, however, only those selected for an interview will be contacted.