

THE CANADIAN COUNCIL OF CHURCHES

JOB POSTING

EXECUTIVE ASSISTANT POSITION (HALF-TIME)

The Canadian Council of Churches was formed in 1944 with 10 denominations who believed that the way to witness to Jesus Christ in Canada was to do so in relationship with one another. Today 25 denominations, representing 85% of the Christians in Canada, continue to work together to embody ecumenical, Christian unity in diversity.

The Canadian Council of Churches is currently seeking a half-time Executive Assistant to assist in this ecumenical ministry office. The Executive Assistant is accountable to the General Secretary and provides administrative support to the General Secretary. In addition, the Executive Assistant is also responsible for office management and financial duties in cooperation with the Deputy General Secretary and bookkeeper. Building strong relationship with the Governing Board, the staff and the staff of the denominational houses is an integral component of the job. A complete list of tasks and responsibilities is attached.

- Provide administrative support, i.e. preparing and formatting reports, records management, creation and administration of databases, as required
- Assist in the editing and distribution of reports, including familiarization with their content; agenda, and meeting details for the Governing Board and Executive of the Council
- Ensure overall smooth running of the office, i.e. acting as receptionist, maintaining office equipment and supplies
- Provide financial support to Treasurer and Finance Committee, i.e., liaise with the Council's auditors
- Handle day-to-day finances of the Council

Position Requirements

- Post secondary degree or diploma (or equivalent experience).
- Well organized, accurate and efficient. Able to coordinate and meet deadlines.
- Strong computer skills with an ability to do some low-level trouble shooting.
- Excellent written and oral skills in English.
- A functional knowledge of French is required.
- Demonstrated skill in editing and formatting reports.
- Strong organizational, administrative, interpersonal and communication skills.
- Respect and appreciation for the beliefs, structure, programs, polity and diversity of The Canadian Council of Churches.
- An ability to work flexibly and strategically in an office with multiple part-time staff and volunteers.
- A self-starter capable of working with minimal supervision with an ability to triage requests, according to the structure of the Council.

Effective Date January 27, 2014 (negotiable)

Salary: \$20,000 – \$30,000

Applications must be submitted in hard copy to Karen Hamilton, General Secretary by Friday, December 6th, 2013 at

Canadian Council of Churches
47 Queens' Park Cres E
Toronto ON M4T 1W2

Interviews will be held on December 16, 17 or 18, depending on availability of interview team

We thank everyone for their interest in this position. Only those persons selected for an interview will be contacted.

THE CANADIAN COUNCIL OF CHURCHES

EXECUTIVE ASSISTANT TASKS AND RESPONSIBILITIES

The Executive Assistant is accountable to the General Secretary of the Canadian Council of Churches.

| Function | Tasks and Responsibilities |
|------------------------|---|
| Administrative Support | Ensure timely handling of all correspondence, reports and assignments requested by the General Secretary |
| | Maintain a master calendar for the office for both staff and meetings |
| | Maintain all files for the Council |
| | Make all necessary arrangements for meetings, including room bookings |
| | Distribute reports, agenda, meeting details and any other materials required for Governing Board and Council Executive meetings |
| | Review major reports to determine relevant responsibilities |
| | Maintain, update and disseminate a wide variety of lists of Council Commissions, committees, staff etc. |
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| Office Management | Act as receptionist for the office, providing helpful and courteous assistance |
| | Take responsibility for incoming and outgoing mail |
| | Order office supplies |
| | Maintain up-to-date databases for the Council |
| | Maintain office equipment. In consultation with the Treasurer and office staff, research and make recommendations about new equipment or upgrading current technology, as required |
| | Liaise with other organizations in the building, when required |
| | Maintain and facilitate media contact list, in consultation with the webmaster. Distribute press releases or other Council materials as required. |
| | Liaise with the phone company re the telephone system |
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| Financial Management | Maintain reliable accounting systems for all funds, grants, donations and expenditures for which the Canadian Council of Churches accepts responsibility |
| | Handle day-to-day finances of the Council, including accounts payable, accounts receivable and billing, bank transactions and data for payroll services provided by the United Church |
| | Act as liaison with the Council's auditors to assist the Treasurer |
| | |
| Other Duties | Perform other duties as may be assigned |