

Position Description

Position Title: Canadian Theological Students' Association (CTSA) 2015 Conference Coordinator

Status: average 50 hours per month for 9 months in 2014-15, non-exempt

Reports to: Administrative Supervision: Karen Hamilton, General Secretary, CCC
Program Supervision: Fraser Williamson, Chair, CTSA

Purpose/Summary:

The purpose of this position is to plan, promote, design, coordinate and evaluate the 2015 Canadian Theological Students' Conference of the Canadian Theological Students' Association (CTSA) in Winnipeg, Manitoba April 29 to May 3, 2015.

Project Goal:

The goal of the conference is to create a meaningful and life-changing ecumenical learning experience for a growing number of members of the Canadian Theological Students' Association on the broad topic of human rights and religious freedom.

Role of the Conference Coordinator:

This part-time, flexible position with The Canadian Council of Churches includes the following responsibilities to reach the goal of holding a successful CTSA Conference at The United Centre for Theological Studies of The University of Winnipeg, Manitoba from April 29 to May 3, 2015:

- Work with the CTSA National Planning Committee (NPC) to send a letter of invitation to Canadian theological schools and principals, connect with local regional representatives to promote the conference, and prepare a flyer for school bulletin boards.
- Connect with the 2014 Conference Coordinator to assure a smooth transition of best practices.
- Plan and facilitate a conference planning meeting of the CTSA on November 18 at the Queen of the Apostles Retreat Centre in Mississauga.
- Work with the NPC, the Deputy General Secretary and CCC colleagues to agree on fee structure and registration information, monitor registrations and confirm them.
- Work with a variety of communications platforms to promote the conference, including the CTSA website: www.ctsa.councilofchurches.ca

- Work with the venue regarding arrangements and fees for accommodations and meeting space.
- Work with the NPC and the venue to design a compelling program, and prepare print and electronic conference materials.
- During the conference coordinate the leadership of the planning committee, collecting feedback and evaluation, and supporting the Annual General Meeting
- Prepare a report with recommendations after the conference for the 2015 conference.
- Solicit feedback on the learning resource from facilitators and participants and coordinate the development of an evaluation process
- Facilitate connection of the CTSA with other CCC bodies, including the Commission on Faith and Witness and the Christian Interfaith Reference Group.
- Monitor the CTSA Budget
- Collaborate with other CCC staff as appropriate
- Perform other duties as assigned

Remuneration, Hours and Supervision:

- This position will be remunerated at \$20.00 per hour.
- This position will commence on 1 October 2014 and ends on 30 June 2015. Full-time presence with additional hours will be required during the conference itself. Total hours for this position over the life of the contract not to exceed 500 hours.
- This contract can be cancelled by either party with two week's notice.
- The Conference Coordinator will work in consultation with the CTSA National Planning Committee, CCC staff and volunteers, particularly the Deputy General Secretary, and is responsible to the General Secretary.

Qualifications:

- A. Competence and interest in the interface of faith, human rights and religious freedom
- B. Experience and interest in conference planning and adult learning processes
- C. Ease with working in a variety of communications environments
- D. Understanding of and commitment to the mission of The Canadian Theological Students' Association
- E. Strong interpersonal skills and initiative

Education and/or Experience:

- A. Bachelor’s degree in the social sciences, education, theology, or religion required.
- B. Experience in planning, designing and coordinating large scale learning events required.
- C. Experience working with a variety of communications platforms

Language Skills:

- A. Proficiency in English is required, French proficiency is an asset.

Physical & Mental Demands:

Attention to detail, an ability to communicate well and meet time-sensitive deadlines is required.

Work Environment:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approved by: _____ Date Approved: _____
General Secretary, The Canadian Council of Churches

Approved by: _____ Date Approved: _____
Chair, The Canadian Theological Students’ Association