

Position Description

Position Title: Secretary, Faith and Life Sciences	Creation Date: Oct 22, 2018
Reports To Position: General Secretary	Revision Date: 31 March 2021
Status (20% and 7 hours per week): Part-time contract	Pers. Comm. Review Date:

Purpose:

The Secretary, Faith and Life Sciences works closely with the co-chairs of the Faith and Life Sciences Reference Group and other members of the Council team to develop, coordinate, and promote the Council's commitment to Faith and Life Sciences.

Context:

The Secretary, Faith and Life Sciences is a key program position along with the Associate Secretary and Program Coordinator, Faith and Witness; the Associate Secretary, Intercultural Leadership and Learning; the Associate Secretary, Justice and Peace; and the Program Coordinator, Christian Interfaith Relations. Program positions are supported by the General Secretary, Communications Coordinator, and the Executive Associate.

Structure and Reporting Relationships:

This is one of 9 positions reporting to the General Secretary. The other 8 positions are:

- Executive Director, Project Ploughshares (100%)
- Associate Secretary, Faith and Witness (20%)
- Associate Secretary, Intercultural Leadership and Learning (60%)
- Associate Secretary, Justice and Peace (40%)
- Program Coordinator, Faith and Witness (40%)
- Program Coordinator, Christian Interfaith (20%)
- Communications Coordinator (80%)
- Executive Associate (80%)

In addition, the chair or co-Chairs of the Faith and Life Sciences Reference Group assists with supervision and provides direction for the Secretary's work.

Specific Outcomes and/or Key Position Functions:

Faith and Life Sciences (80% of position):

- Coordinate, facilitate, communicate and support the work of the Faith and Life Sciences Reference Group (FLSRG) and its leadership
- Orient new members and cultivate friendships and effective working relationships among members
- Schedule and attend meetings, prepare meeting agendas, and take minutes
- Facilitate conversations about strategic program priorities and the terms of reference for FLSRG
- Assist the FLSRG to implement the program priorities and prepare resources of FLSRG
- Offer guidance and support for the virtual learning programs of the FLSRG

Reporting, Collaboration, and Facilitating Learning (20% of position)

- Assist the Chairs in reporting to the Governing Board on the program activities of the Faith and Life Sciences Reference Group and contribute to productive and meaningful governance of the Council
- Work with the Communications Officer to provide thorough and timely communication of FLSRG's work
- Attend staff and staff-related meetings as required
- Collaborate and respond to collaboration initiatives from other areas of the Council's work
- Grow a sense of teamwork, a healthy work environment, and shared ownership of the program work of the Council as a whole

Qualifications/Education/Competencies/Experience:

Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

- Strong theological background, preferably with interfaith or interreligious focus. A Master's degree in theology or religious studies or its equivalent in practical experience from an accredited university is preferred.
- Excellent working knowledge of biotechnology, genetics, and life sciences with some understanding of the work of the Canadian Council of Churches and the forum model of ecumenical dialogue.
- Strong commitment to the mission and vision of The Canadian Council of Churches.
- Demonstrated experience in interfaith and/or ecumenical relations.
- Excellent communications, writing and editing skills.
- Excellent interpersonal skills.

- Detail-oriented, with demonstrated organizational and staff support skills.
- Ability to work well independently and as a part of a team.

Working Conditions:

This position may be worked from home. An office at the main office of the Council located in the Toronto School of Theology is available. Attendance at occasional evening and weekend meetings may be required. Some travel within Canada is required.