



Position Description

Position Title: Event Coordinator	Creation Date: April 24, 2023
Reports To Position: General Secretary	Revision Date:
Status: Full-time short-term contract (May 1, 2023 – June 30, 2023; 35 hours per week)	Pers. Comm. Review Date:

Job Details:

The Government of Canada funded this job through the Canada Summer Jobs program.

You must be aged between 15 and 30 and be legally entitled to work in Canada. International students are not eligible.

This job is advertised on Job Bank in accordance with the requirements for Canada Summer Jobs 2023.

Location: Toronto, ON
 Salary: \$23.15 per hour for 35 hours per week
 Languages: Bilingual
 Terms of employment: Seasonal employment (Full-time short-term contract)
 Education: Post-secondary education
 Start date: Starts as soon as 2023-05-01

Purpose:

The Canadian Council of Churches responds to Christ’s call for unity and peace, seeks Christ’s truth with an affection for diversity, and acts in love through prayer, dialogue and witness to the gospel.

This position works closely with the Executive Associate and other program staff to coordinate logistics, planning, communications and follow-up for special Council events. Events scheduled during this contract include:

- *Our Whole Society: Finding Common Ground in a Time of Polarization*, May 7-9, 2023, Wilfrid Laurier University, Waterloo, Ontario
- Governing Board, The Canadian Council of Churches, May 24-26, 2023, Québec City, Québec
- *Is Intelligence Enough? Exploring Human and Artificial Intelligence*, May 31, 2023, Webinar

- *V'ᐃᐱᐅ / Pêhonân – A Gathering-Waiting Place: Voices of Indigenous Followers of Jesus in the Ecumenical Movement*, June 8-10, 2023, in Edmonton, Alberta
- *Engage Difference: Five days focused on faith, heart, mind, and skills for the art of intercultural ministry*, July 10-14 in Edmonton, Alberta

Structure and Reporting Relationships:

This position reports to the General Secretary and works closely with other members of the program team.

Main Duties, Specific Outcomes and/or Key Position Functions for the Event Coordinator (80% of position):

This full-time, short-term, flexible contract with The Canadian Council of Churches may include the following responsibilities related to event coordination:

- Logistics and administrative support for events of the Council
- Preparation and documentation for events
- Promotions
- Communicating with event attendees
- Facilitating relations with local media and local host committees
- Minute-taking, reporting and storytelling
- Processing feedback and evaluation
- Translations of time-sensitive news stories, newsletters, and social posts from English to French and French to English as needed
- Other duties as assigned

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

Participation and support for some Council events, skills development, and teamwork including:

- Participate in mentoring with the program staff and the General Secretary for skills development, career-related training, and access to learning materials.
- Skill development in teamwork, communications, digital skills, and leadership.
- Assist with reporting on the accomplishments and achievements through the position.
- Attend staff and staff-related meetings as required.
- Assist as possible with 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:

Candidates for this position should demonstrate proficiency and/or comparable experience in, or capacity to learn, the qualifications and competencies listed below.

- Bilingual in French and English

- Background in religion, theological, or pastoral studies from a post-secondary educational institution
- Excellent communication and writing skills
- Good computer skills, including proficiency in Microsoft Office products
- Detail-oriented, with demonstrated organizational and staff support skills
- Experience and/or interest in the ecumenical movement
- Ability to responsibly follow direction and work independently
- Commitment to the mission of The Canadian Council of Churches
- Eligible to work in Canada

The Canadian Council of Churches invites applications from Black and other racialized young adults, young adults with disabilities, and Indigenous young adults.

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

Working Conditions:

This position works from a home office (virtually) or, if preferred, from The Canadian Council of Churches office located at 47 Queen's Park Crescent East, Toronto.

How to apply:

Submit your Curriculum Vitae together with a thoughtful cover letter describing why you are interested in this position description and what skills and experience you bring by May 2, 2023 at 5pm ET.

By email: noteboom@councilofchurches.ca