



Position Description

Position Title: Project Administration and Research Officer	Creation Date: June 3, 2024
Reports To Position: Associate General Secretary and Associate Secretary, Justice and Peace	Revision Date:
Status: Full-time contract (July 2, 2024 – August 30, 2024; 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. [Learn more.](#)

This job is advertised on Job Bank in accordance with the requirements for Canada Summer Jobs 2024.

Location: Toronto, ON or virtually
 Salary: \$25.05 hourly for 35 hours per week
 Languages: Bilingual
 Terms of employment: Seasonal employment Full time
 Education: Post-secondary education
 Start date: Starts as soon as 2024-07-02

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 close with program staff to assist with program activities in justice, peace, ecumenical dialogue, and communications media.

Structure and Reporting Relationships:

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

Main Duties, Specific Outcomes and/or Key Position Functions for the Project Administration and Research Officer (80% of the position):

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

- collating English and French Commission on Faith and Witness resources for publication on the Faith & Witness Library website (www.faithandwitness.ca)
- assisting with collating and publishing the proceedings of the [8th Canadian Forum on Inter-Church Dialogues](#)
- assisting with promotions for the Unity and Peace O’Gara Ecumenical Essay Contest
- assisting with organizing and promotions for the Commission on Faith and Witness ‘Church in Digital Age’ online event (planned for fall 2024)
- assisting with the publication and promotions for the Commission on Justice and Peace devotional resource on anti-racism
- guided research for the Commission on Justice and Peace regarding poverty within the Canadian context
- for the work of the Commission on Justice and Peace, researching ways to connect with young adults and youth who live out their Christian faith exhibiting justice and seeking peace.

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 supervisors 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.

- Proficiency in English, with proficiency in French strongly preferred
- Background in religion, theological or pastoral studies from a post-secondary educational institution
- Comfort with or capacity to learn video conference, WordPress, and Mailchimp platforms
- Good research, communication and writing skills
- Good computer skills, including proficiency in Microsoft Office products
- Detail-oriented, with demonstrated organising and staff support skills

- Experience and/or interest in 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 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, ON.

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 June 20, 2024, at 5pm ET.

By email: admin@councilofchurches.ca