Position Description

Position Title: O'Gara CFW Program and Research Assistant	**Creation Date:** October 12, 2021
Reports To Position: Associate General Secretary	**Revision Date:** January 2025
Status (% and hours per week): Contract: March 1, 2025 – March 1, 2026 (20% FTE, 7 hours a week)	**Pers. Comm. Review Date:**

Purpose:
The Commission on Faith and Witness (CFW) of The Canadian Council of Churches (the Council) provides a forum for member churches to (a) articulate the Christian faith they hold in common and to seek greater mutual understanding and witness; (b) identify and explore theological questions of mutual concern and share resources for dialogue and common understanding; (c) collaborate with other Commissions and agencies of the Council in the exploration of mutual concerns and the expression of theological understanding; and (d) reflect theologically on the direction of ecumenism.

The focus of the O'Gara CFW Program and Research Assistant's role will be on providing support to the Associate General Secretary, including:

- Program support: for example, assistance in convening meetings of the Commission on Faith and Witness, keeping a faithful record of the deliberations, and following up on action items
- Research on the current program priorities of the Commission on Faith and Witness, as determined by the Commission
- Resource publication and promotion
- Event support and promotion

Context:
The Council has made a commitment to join and invite youth and young adult engagement in the life of the Council. Consequently, this position is designed to contribute practically to the work of the Council, mentor new faith and witness leaders, and join with youth and young adults in their efforts to reflect, lead, and live out their Christian faith.

Structure and Reporting Relationships:
This position reports to the Associate General Secretary. During any absence of the Associate General Secretary, this position will report to the General Secretary.

Specific Outcomes and/or Key Position Functions:
This part-time, flexible contract with The Canadian Council of Churches may include the following responsibilities. The specific outcomes and key functions of this position will be adapted to the learning goals of the O'Gara CFW Program and Research Assistant in order to provide meaningful skills development and mentorship opportunities.

1. **Program and Research Support:** Assist the Associate General Secretary and the CFW Chair and Steering Committee in
   - supporting the work of the Commission on Faith and Witness and its subcommittees through correspondence, agenda preparation, the collection of relevant materials, documenting decisions, and facilitating the work of CFW members during and in-between Commission meetings
   - providing logistics and staff support for two in-person meetings of the CFW (normally in October/November and March/April)
   - conducting research for current CFW program priorities, as directed by the Commission

2. **Resource Publication and Promotion:** Under the guidance of the Associate General Secretary,
   - collate all previously published resources of the Commission on Faith and Witness (English and French) for online publication on the *Faith & Witness Library* website (www.faithandwitness.ca) and promote this collection among the Council's member churches and ecumenical partners
   - facilitate the publication and promotion of the new CFW resource, *The Church in Canada in the Digital Age: Theological Principles and Online Practices*
   - provide occasional staff support for *The Margaret O'Gara Ecumenical Dialogue Collection* website (https://ecumenical-dialogue.ca/), as guided by the website editor, CFW point persons for this project, and the Associate General Secretary

3. **Event Support**: Under the guidance of the Associate General Secretary,
   - promote the *Unity and Peace: O'Gara Ecumenical Essay Contest* (launch in September 2025) among Canadian theological schools, the Council's member churches, and ecumenical partners
   - provide logistical support for the *Unity and Peace: O'Gara Ecumenical Essay Contest*, including answering queries, receiving essay submissions, and following up with entrants and winners as needed
   - assist with logistics, promotions, and staff support for the Commission on Faith and Witness 'The Church in Canada in the Digital Age' online event

4. **Collaboration and Facilitating Learning:** Participation and support for some Council events and teamwork, including
   - Attending occasional Council staff and staff-related meetings
   - Growing a sense of teamwork, a healthy work environment, and shared ownership of the program work of the Council as a whole

5. **Other Duties:**
   - Communicate with other Council bodies and the Council's ecumenical partners as needed for particular projects
   - Other duties as required

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

- Background in theological or pastoral studies from a post-secondary educational institution
- Comfort with or capacity to learn video conference, WordPress, Mailchimp, and CRM platforms
- Excellent communication and writing skills
- Good computer skills, including proficiency in Microsoft Office Suite
- Passion for the priorities of the Commission on Faith and Witness
- Experience in theological, pastoral, denominational, worship or related fields
- Experience and/or interest in ecumenical movement
- Excellent interpersonal skills to network with a variety of Canadian ecumenical expressions
- Ability to responsibly follow direction and work independently
- Commitment to the mission of The Canadian Council of Churches
- Member or adherent of a member church of The Canadian Council of Churches preferred
- Fluency in English required, working knowledge of French preferred
- Eligible to work in Canada

Working Conditions:

This position works from a home office (virtually) or occasionally from The Canadian Council of Churches office located at 47 Queen's Park Crescent East, Toronto. Attendance at occasional weekday, evening, and weekend meetings may be required. Some travel within Canada may be required.

This part-time flexible contract position will be 7 hours per week at an annualized pay rate of $10,167 (20% of an annual full-time equivalent amount of $50,836).