Position Description

Position Title: Forum for Intercultural Leadership and Learning Research and Program Assistant	**Creation Date:** January 5, 2024
Reports to Position: Associate Secretary, Intercultural Leadership and Learning	**Revision Date:**
Status (% and hours per week): Contract (March 1, 2025 – March 1, 2026; (30% FTE, 10.5 hours/week)	**Pers. Comm. Review Date:**

Purpose:
The Forum for Intercultural Leadership and Learning of the Canadian Council of Churches is an ecumenical collaborative network through which Canadian Churches and their membership work toward intercultural leadership development and ministry learning in Canada and globally.

Through the Forum for Intercultural Leadership and Learning, Canadian Churches:

- Come together for biblical and theological reflection on issues of contemporary intercultural mission and ministry;
- Provide innovative educational resources and programs for intercultural learning, leadership development and ministry in Canada and globally, with special emphasis on cultural awareness and identity;
- Participate in learning and dialogue with church members and wider communities of faith about a society that fully honours diversity and God's unequivocal welcome; and
- Network and support persons directly engaged in ministry across cultural and other differences

The Research and Program Assistant will play a vital role in supporting the Associate Secretary, Intercultural Leadership, with a primary focus on the successful execution of the Engage Difference! DUIM program. Responsibilities include:

1. Event Planning and Coordination:

- Assist in the planning, organization, and logistical coordination of all in-person and online Deepening Understanding for Intercultural Ministry programs (DUIM) and events. This encompasses workshops, intensive learning sessions, webinars, and other engagement initiatives. This encompasses managing participant registration processes, tracking attendance accurately, and maintaining effective communication with participants throughout the program lifecycle (pre-event information, post-event follow-up, and addressing inquiries).
- Provide comprehensive logistical support for all DUIM activities. This includes securing appropriate venues, coordinating schedules with facilitators and speakers, and ensuring smooth event operations.

- Serve as a point of contact for facilitators, presenters, and other key stakeholders involved in DUIM events.

2. Program Delivery and Support:

- Act as a teaching, registration, and technical assistant during intensive courses, workshops, and online learning events. This includes supporting facilitators, managing participant engagement, and troubleshooting technical issues.
- Contribute to the development and delivery of webinars and other online engagement initiatives. This includes facilitating sessions, providing technical support, and ensuring a seamless online experience for participants.

3. Research and Resource Development:

- Conduct research to identify, gather, and develop relevant resources to enrich DUIM programs content. This includes staying abreast of current trends and best practices in intercultural leadership and learning.

4. Network Building and Communication:

- Support the cultivation of alumni and practitioner networks related to the DUIM programs. This includes assisting with academic roundtables, intercultural ministry gatherings, and other networking events.
- Contribute to the promotion of DUIM events and initiatives through various channels. This includes drafting content for e-newsletters, updating website information, and ensuring effective communication to target audiences.

5. Administrative and Collaborative Support:

- Provide essential administrative support for online and in-person meetings related to the DUIM programs. This includes scheduling, minute-taking, technical assistance, and other logistical arrangements.
- Actively participate in regular collaborative meetings with the Associate Secretary, contract program staff, and Canadian Council of Churches (CCC) staff.

6. Professional Development:

- This position will be adapted to the learning goals of the program assistant and in part is
  designed to provide skills development and mentorship opportunities.

Qualifications/Education/Competencies/Experience:

The following are preferred competencies. Candidates who do not have all these qualifications, or bring other competencies are encouraged to apply. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

- Experience as a racialized person or as a person from other communities marginalized by the dominant Canadian culture. FILL is committed to creating a diverse team and facilitates relationships across diversity

- Experience in theological academic teaching and research and/or other adult learning settings.
- Excellent writing skills
- Commitment to a team and collaborative work environment
- Good communication and computer skills, including proficiency in Microsoft Office Suite, video conferencing platforms, email, WordPress, Keela, and Mailchimp platforms
- Experience and passion for the priorities of the FILL Reference Group
- Graduate Studies in related fields (including but not limited to Theology, sociology, philosophy, etc.)
- 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, ability to also work in other languages (French, Spanish, etc.) is an asset
- Eligible to work in Canada

Working Conditions:
This position works from The Canadian Council of Churches Office located at 47 Queen's Park Crescent East, Toronto or from a home office. 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 10.5 hours per week at an annualized pay rate of $15,095 (30% of an annual full-time equivalent amount of $50,836).