THE CANADIAN COUNCIL OF CHURCHES | LE CONSEIL CANADIEN DES ÉGLISES
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Position Description

Position Title: Project Administration and Research Officer – Anti-Sexual Exploitation	**Creation Date:** May 12, 2025
Reports To Position: Associate Secretary, Justice and Peace	**Revision Date:**
Status: Full-time contract (June 23, 2025 – August 15, 2025; 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 2022.

Location:	Toronto, ON
Salary:	$26.00 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 2025-06-23

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 and peace, ending sexual exploitation in Canada, advocacy and communications media.

Structure and Reporting Relationships:

This position reports to 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 Program 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, working under the guidance of the Working Group on Ending Sexual Exploitation in Canada of the Commission on Justice and Peace:

- Prepare a congregational learning resource that could be shared with churches to assist parents and leaders in educating their communities on how to tackle/raise some of the external factors that contribute to some children and youth being more vulnerable to predators and exploitation than others.

- Research Canadian and international legislation around curbing online dangers to children and youth.

- Research on online sexual exploitation of children and youth. The aim would be to develop a one-page infographic as well as possible resources.

- Guided research regarding the present work being done by various organizations and member churches in the area of children and youth at risk of exploitation within a Canadian context

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 supervisor 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.

- English, with French proficiency strongly preferred
- Background in religion, theological or pastoral studies from a post-secondary educational institution

- 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 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) anywhere in Canada 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 email to admin@councilofchurches.ca by June 13, 2025, at 5pm ET.