

Position Description

Position Title: Forum for Intercultural Leadership and Learning Research and Program Assistant	Creation Date: December 11, 2025
Reports to Position: Associate Secretary, Intercultural Leadership and Learning	Revision Date:
Status (% and hours per week): Contract (January 20, 2026 – September 30, 2026; (60% FTE, 21 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 the successful execution of the Engage Difference! DUIM programs, while playing a pivotal role in the planning, logistics, and delivery of the North America Regional Ecumenical Theological Institute (NA-RETI) 2026. This dual-focus role offers a unique opportunity to engage with both national intercultural ministry training and international ecumenical theological formation. Responsibilities include:

1. Event Planning and Coordination:

- Assist in the planning, organization, and logistical coordination of both in-person and online Deepening Understanding for Intercultural Ministry (DUIM) programs and the North America Regional Ecumenical Theological Institute (NA-RETI) residential immersion. This encompasses workshops, intensive learning sessions, webinars, and residential engagement initiatives.
- Manage participant registration processes, track attendance accurately, and maintain effective communication with participants throughout the program lifecycle (pre-event information, post-event follow-up, and addressing inquiries) for all FILL programming.
- Provide comprehensive logistical support for all DUIM activities and NA-RETI. This includes securing appropriate venues, coordinating schedules with facilitators and speakers, and ensuring smooth event operations.
- Assist in managing complex residential and cross-border logistics for NA-RETI students and facilitators, ensuring smooth transitions between the USA and Canada phases

2. Program Delivery and Support:

- Act as a teaching, registration, and technical assistant during intensive courses, workshops, residential programs, and online learning events. This includes supporting facilitators, managing participant engagement, and troubleshooting technical issues.
- Provide essential on-site support for the duration of the NA-RETI program and serve as a key point of contact for facilitators, presenters, students, and other key stakeholders involved in both NA-RETI and DUIM events.
- 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 program content and NA-RETI thematic pillars. This includes staying abreast of current trends and best practices in intercultural leadership and learning, ecumenical theology, and social justice to inform program development.

4. Network Building and Communication:

- Assist with additional communication and promotional activities as needed to support FILL's mission and expand the reach of intercultural ministry programs.
- Support real-time event communication during DUIM sessions and NA-RETI by capturing content, sharing updates, managing participant inquiries, and ensuring timely dissemination of logistical information through appropriate channels.
- Design and produce high-quality promotional materials for DUIM programs and NA-RETI, including digital brochures, social media graphics, website content, and print materials. Develop and maintain a cohesive visual identity that effectively communicates program offerings and engages diverse audiences, including young adults, theological schools, and denominational partners.
- Implement communication strategies for DUIM and NA-RETI recruitment and engagement, including managing social media channels, drafting e-newsletters, coordinating email campaigns, and maintaining up-to-date program information across digital platforms.
- Cultivate program alumni networks and document program impact through storytelling initiatives, including gathering participant testimonials, maintaining connections via digital channels, and contributing to broader network-building efforts.

5. Administrative and Collaborative Support:

- Provide essential administrative support for online and in-person meetings related to the DUIM programs and NA-RETI planning. 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.

- Demonstrated experience in event planning, logistics, and coordination (in-person and online).
- Strong organizational and administrative skills, including experience with online registration systems and complex travel/venue logistics.
- Strong communication and computer skills, with proficiency in Microsoft Office Suite, video conferencing platforms (Zoom, Microsoft Teams), Outlook email, WordPress, Keela, AI platforms (Gemini, Claude, Chat GPT, Napkin, NotebookLM), and design platforms such as Canva.
- Experience in adult learning settings, educational program support, or research.
- Excellent writing skills
- Commitment to a team and collaborative work environment
- Post-secondary education in a relevant field (e.g., Event Management, Administration, Social Sciences, Theology, etc.) or equivalent professional experience.
- 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.
- 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
- Availability: Must be available for travel and residential stay during the NA-RETI program dates, including cross-border travel to the United States.

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 and the USA may be required.