

### Position Description

<b>Position Title:</b> CCC Project Administration and Research Officer	<b>Creation Date:</b> June 5, 2026
<b>Reports To Position:</b> Associate General Secretary; Associate Secretary, Justice and Peace; Communications Coordinator	<b>Revision Date:</b>
<b>Status:</b> Full-time contract (July 6, 2026 – August 28, 2026; 35 hours per week)	<b>Pers. Comm. Review Date:</b>

#### 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 2026.

Location: Toronto, ON or remote  
 Salary: \$27.20 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 2026-07-06

#### Purpose:

The Canadian Council of Churches (the Council) 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 closely with the Council's program and communications staff to assist with program activities in faith and witness, ending sexual exploitation in Canada, corrections and restorative justice, fundraising/communications, and young adult engagement.

#### Structure and Reporting Relationships:

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

## **Main Duties, Specific Outcomes and/or Key Position Functions for the CCC 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, working under the guidance of the Commission on Faith and Witness; the Working Group on Ending Sexual Exploitation in Canada and the Corrections and Restorative Justice Working Group of the Commission on Justice and Peace; and the Communications Coordinator:

### **Commission on Faith and Witness projects**

- collate English and French Commission on Faith and Witness resources and publish them on the Faith & Witness Library website ([www.faithandwitness.ca](http://www.faithandwitness.ca))
- assist with publishing “The Church in Canada in the Digital Age” resource of the Commission on Faith and Witness
- assist with promotions for the Unity and Peace O’Gara Ecumenical Essay Contest (launch September 2026)

### **Corrections and Restorative Justice Working Group and Sexual Exploitation Working Group of the Commission on Justice and Peace Projects**

- assist in preparing/developing an engaging, informative, and educational website for the Sexual Exploitation Working Group, with a strong focus on protecting children and youth from the dangers of online exploitation.
- assist with reviewing the archival website of the Church Council on Justice and Corrections (<https://ccjc.ca/>), selecting resources relevant to the current work of the Corrections and Restorative Justice Working Group, and making selected resources available on the Council’s website

### **Communications / Fundraising / Young Adult Engagement Projects**

- assist with ongoing communications and fundraising efforts of the Council
- assist with communications and promotions for [2026 Prayer Walk for Peace](#) (September 20, 2026)
- assist with creating resources for young adult engagement in the life of the Council
- assist with updating the Publications page of the Council’s website (<https://councilofchurches.ca/order/>), including collating and making available all existing Council publications and resources

**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 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
- Excellent research, communication, and writing skills
- Ability to navigate, map, and evaluate website content and digital resources, with experience or interest in content auditing and information organization
- Proficiency in social media content creation
- Strong communication and computer skills, with proficiency in Microsoft Office Suite, video conferencing platforms (Zoom, Microsoft Teams), Outlook email, WordPress, CRM platforms (such as Keela), AI platforms (such as Gemini, Claude, Chat GPT, Napkin, NotebookLM), and design platforms (such as Canva)
- Experience with website content editing (WordPress) strongly preferred
- 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, ON.

**How to apply:**

Submit your resume 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 Rev. Karen Puddicombe, Associate Secretary, Justice and Peace, at [puddicombe@councilofchurches.ca](mailto:puddicombe@councilofchurches.ca) by June 24, 2026, at 5:00 pm ET.