



Position Description

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| Position Title: FILL Project Administration and Research Officer | Creation Date: June 4, 2026 |
| Reports To Position: Associate Secretary, Intercultural Leadership and Learning | Revision Date: |
| Status: Full-time contract (July 6, 2026 – August 28, 2026; 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 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 close with program staff to assist with program activities in the Forum for Intercultural Leadership and Learning (FILL). This position will largely support the preparation and execution of the North American-Turtle Island, Regional Ecumenical Theological Institute [NATI-RETI 2026](#) and the update process of the FILL Website.

Structure and Reporting Relationships:

This position reports to the Associate Secretary, Intercultural Leadership and Learning, and works closely with other members of the program team.



Main Duties, Specific Outcomes and/or Key Position Functions (80% of the position):

This full-time, short-term, flexible contract with The Canadian Council of Churches may include the following responsibilities:

- Design and produce high-quality promotional materials for the Forum for Intercultural Leadership and Learning and leading into NATI-RETI, including video content, 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.
- Attend one week (Canada Week) in person session of NATI-RETI (NATI-RETI 2026) as the primary social media content creator and videographer. To produce high-quality interviews of participants to use for promotion during and post-event.
- Research relevant Canadian and American theological schools, denominations and other organizations and resource that are sending students to NATI-RETI.
- Support the logistical and administrative preparations for NATI-RETI. Assist in managing complex residential and cross-border logistics for NA-RETI students and facilitators, ensuring smooth transitions between the USA and Canada phases
- Complete a comprehensive review of the existing website and published resources of FILL, including mapping the site structure, cataloguing existing pages and resources, identifying content gaps, and creating a detailed outline of the different sections and pages. Begin compiling these resources into a renewed and accessible format.

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 much 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 is preferred.
- Good 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.
- Proficiency in videography and video editing.
- 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.
- 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. However, this position includes one week of in-person participation for the Canadian portion of NATI-RETI in Toronto. This will be from August 10-16th.

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 intercultural@councilofchurches.ca by June 24, 2026, at 5:00 pm ET.