

Position Description

Position Title: O’Gara CFW Research and Program Assistant	Creation Date: October 12, 2021
Reports To Position: Associate Secretary, Faith and Witness	Revision Date:
Status (% and hours per week): Contract: February 1, 2022 – November 30, 2022 (20%, 7 hours a week)	Pers. Comm. Review Date:

Purpose:

The Commission on Faith and Witness (CFW) of The Canadian Council of Churches (CCC) provides a forum for member churches to (a) articulate the Christian faith they hold in common and to seek greater mutual understanding and witness; (b) identify and explore theological questions of mutual concern and share resources for dialogue and common understanding; (c) collaborate with other Commissions and agencies of the Council in the exploration of mutual concerns and the expression of theological understanding; and (d) reflect theologically on the direction of ecumenism.

The focus of the Research and Program Assistant’s role will be on providing support to the Associate Secretary, Faith and Witness including:

- Staff support for CFW public events and online resources, particularly the 8th Canadian Forum on Inter-Church Dialogues (22-24 September 2022, in Edmonton) and [The Margaret O’Gara Ecumenical Dialogue Collection](#), an online resource centre for Canadian ecumenical bilateral dialogues
- Program support for the Associate Secretary, Faith and Witness and the Program Coordinator, Faith and Witness, for example assistance in convening meetings of the Commission, keeping a faithful record of the deliberations, and following up on action items
- Research on the current program priorities of the CFW as determined by the Commission

Context:

The Council has made a commitment to join and invite youth and young adult engagement in the life of the Council. Consequently, this new position is designed to contribute practically to the work of the Council, mentor new faith and witness leaders, and to join with youth and young adults in their efforts to reflect, lead and live out their Christian faith.

In addition, the Associate Secretary, Faith and Witness may take an extended education leave and so this position would work with the Chair of the Commission on Faith and Witness and the Program Coordinator, Faith and Witness and other colleagues in the Council to ensure that correspondence of the Commission continues in her absence.

Structure and Reporting Relationships:

This position reports to the Associate Secretary, Faith and Witness and works in close collaboration with the Program Coordinator, Faith and Witness along with the Week of Prayer for Christian Unity

Program Assistant. During any absence of the Associate Secretary, Faith and Witness this position will report to the General Secretary during that time.

Specific Outcomes and/or Key Position Functions:

This part-time, flexible contract with The Canadian Council of Churches includes the following responsibilities:

- Assisting the work of the planning committee for the 8th Canadian Forum on Inter-Church Dialogues (22-24 September 2022, in Edmonton) through support for the Associate Secretary and the Program Coordinator to:
 - prepare, support, and follow-up on the meetings of the planning committee and its working groups through correspondence, agenda preparation, the collection of available materials, documenting decisions and follow-up
 - provide staff support for event logistics, including venue(s), registrations, communications with event leaders and attendees to facilitate their participation
 - assist with preparing promotional materials for the event
- Providing staff support for [The Margaret O’Gara Ecumenical Dialogue Collection](#), as guided by the website editor, CFW point persons for this project, and the Associate Secretary, including
 - assist the website editor in gathering new materials for the collection and in promoting the website
 - assist the website editor in recording ‘Encounters in Dialogue’ videos for the collection
- Assisting the program work of the Commission on Faith and Witness through support for the Associate Secretary and the Program Coordinator to:
 - prepare, support, and follow-up on the work of the Commission and its working groups through correspondence, agenda preparation, the collection of relevant materials, documenting decisions and facilitating the work of CFW members at and in-between Commission meetings
 - assist the Chair and Steering Committee of the Commission on Faith and Witness
 - potentially assist in research for current CFW program priorities, as directed by the Commission
- Communicate with other CCC bodies and with related non-CCC bodies as needed, such as the Prairie Centre for Ecumenism and the Canadian Centre for Ecumenism
- Attendance at, support, and follow-up for: all planning meetings for the Canadian Forum on Inter-Church Dialogues; select other committees and working groups of the Commission, as directed by the CFW Chair in consultation with the Associate Secretary and the Program Coordinator
- Other duties as required

Collaboration and Facilitating Learning: Participation and Support for some Council events and teamwork including:

- Attending occasional staff and staff-related meetings
- Growing 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. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

- Background in theological or pastoral studies from a post-secondary educational institution
- Comfort with or capacity to learn video conference, WordPress, Drupal, and Mailchimp platforms
- Good communication and writing skills
- Good computer skills, including proficiency in Microsoft Word, PowerPoint and related components of Microsoft Office Suite
- Passion for the priorities of the Commission on Faith and Witness
- Experience in pastoral, denominational, worship or related fields
- Experience and/or interest in ecumenical movement
- Good interpersonal skills to network with a variety of Canadian ecumenical expressions
- Ability to responsibly follow direction and work independently
- 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 and working knowledge of French preferred
- Eligible to work in Canada

Working Conditions:

This position works from a home office (virtually) or occasionally from The Canadian Council of Churches office located at 47 Queen's Park Crescent East, Toronto. Attendance at occasional weekday, evening and weekend meetings may be required. Some travel within Canada may be required.