



# The United Church of Canada

## Position Description

<b>Position Title:</b> Executive Assistant	<b>Evaluation Category:</b> 4
<b>Reports to Position:</b> Executive Minister	<b>Direct Reports:</b> none
<b>Unit/Regional Council:</b> Antler River Watershed, Western Ontario Waterways, Horseshoe Falls	<b>Date Last Reviewed:</b> June 2024

### Context

Called by God, as disciples of Jesus, The United Church of Canada seeks to be a bold, connected, evolving church of diverse, courageous, hope-filled communities united in deep spirituality, inspiring worship, and daring justice.

Within the United Church, the regional council is a decision-making body responsible to serve and support communities of faith within its bounds and provide necessary oversight.

Antler River Watershed, Western Ontario Waterways and Horseshoe Falls Regional Councils share staff with many, including this position, serving all three regional councils. These three regional councils represent diverse contexts: major urban centers as well as rural and recreational communities. Within them are significant hubs for technology, manufacturing and academia.

Regional council staff support the comprehensive work of The United Church of Canada, creating a culture of teamwork, collaboration, and partnership, both within and across units and regions to live into the church's commitment to be justice seeking, peace-making, inter-cultural, anti-racist and affirming.

### Position Purpose

The Executive Assistant supports the Executive Minister, the Regional Councils and their Executives and plays a vital role in the preparation for and holding of Executive and regional council meetings. The Executive Assistant also ensures that the official records of the regional council are properly maintained.

### Primary Areas of Responsibility

#### 1. Resource meetings of the Executives and Regional Councils 25%

- Connect with the President and Executive Minister to set the agenda;
- Prepare meeting materials and ensure timely distribution;
- Coordinate meeting and event arrangements for in-person meetings including catering, accommodation, meeting space and technology requirements;
- Assist with the planning and preparing of materials for and follow up to meetings and presentations;
- Serve as Minute Secretary (where no other appointed) and ensure that the minutes of meetings of the regional councils, the Executives, and their Commissions, along with supporting documentation, are properly kept, available on the website and archived; and
- Assist with/provide follow-up to any actions arising from meeting minutes (ie: forward approved grants to the appropriate granting body with signatures, forward approved omnibus motions to Incorporated Ministries).

## **2. Executive Minister Support 22%**

- Provide high level, ongoing administrative support to the Executive Minister including hospitality, the flow of communication, proactive provision of appropriate back-up material, and the handling and preparing of correspondence as required;
- Manage and prioritize the Executive Minister's calendar and schedule of appointments including relative travel bookings;
- Take initiative to address emerging matters in Executive Minister's absence; and
- Make decisions within guidelines in the Executive Minister's absence.

## **3. Support Congregational Support, Western Ontario Waterways 15%**

- Serve as Minute Secretary for the Congregational Support Commission in Western Ontario Waterways regional council, managing documents as necessary for the meeting and those requiring action afterwards; and
- Assist Minister, Congregational Support, Western Ontario Waterways, as requested.

## **4. Information Management 20%**

- Prepare, gather and relay confidential information and material on a regular basis;
- Respond with diplomacy to phone, email and in-person communication by providing information and referrals as appropriate;
- Research and organize documentation on specific topics/projects as assigned;
- Research and oversee the digital record of the regional councils; and
- Membership Co-Manager: SharePoint. Add, remove, update Executive/Commission and working group memberships for all three regional councils. (includes regional council planning teams and recruitment teams).

## **5. Function as or on behalf of the Governing Official 18%**

- Act as the governing official with the Office of the Registrar General, Ontario, to register, track, transfer and cancel Licenses to Marry as necessary for ministry personnel in the three regional councils; and
- Complete Regional Council Resolutions of Consent for all three regional councils on property matters over the Executive Minister's signature.

The job title does not define or limit duties and the Executive Assistant may be required to carry out other work within their abilities from time to time as requested. The United Church reserves the right to introduce changes in line with technological developments, which may impact duties or methods of working.

## **Position Qualifications**

### **Education**

- Post-secondary studies in a related field

### **Experience**

- 3-5 years of experience in a senior administrative role or equivalent work and life experience.

### **Skills and Abilities**

- Computer skills in the use of various software applications - Office 365, Dynamics, SharePoint, One Drive, Teams, Zoom, and other social media and online platforms and a willingness to use new technologies;
- Ability to translate the purpose of the regional councils into the experience of people making contact: offering welcome and support;
- Solid administrative, planning, time management, organizational and situational analysis skills to prioritize and plan work, meeting deadlines and completing multiple tasks on time with limited supervision, together with flexibility to deal with changing situations and priorities;
- Strong minute-taking skills;
- Strong interpersonal and communication skills, both verbal and written (includes writing, editing, proofreading, keen eye for attention to detail);
- Competence in arranging and hosting electronic meetings;
- Ability to work both independently and in a team environment, collaboratively and collegially;
- Demonstrated research, communication, and interpersonal skills
- Knowledge of the United Church would be considered an asset.

### **Personal Characteristics**

- Alignment with the vision and values of The United Church of Canada;
- Motivated self-starter capable of identifying needs and taking action in cooperation with volunteer leadership and other staff.

### **Working Conditions**

The United Church of Canada has adopted a hybrid workplace model, providing flexibility for this position, working from a home office with office space available at the regional office located at 1552 Hwy 6, Carlisle, ON. The incumbent will be provided, for work purposes, use of secure devices and must be available by email, phone, teams or zoom during regular office hours Monday to Friday. Sitting and viewing a computer screen for long periods, keyboarding/using voice recognition software, intermittent physical activity including sitting, standing and being on the phone for long periods of time will be required. Travel within the region will be required. Occasional additional hours, evening and weekend assignments may be required.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, The United Church of Canada will aid employees who request accommodation throughout their employment with us, unless the position is deemed to be a bona fide occupational requirement and/or to the point of undue hardship considering issues of health, safety and cost.