



The United Church of Canada

Position Description

Position Title: Executive Governance Admin Support	Evaluation Category: 5
Reports to Position: General Secretary	Direct Reports: none
Unit/Regional Council: Office of the Moderator and General Secretary	Date Last Reviewed: April 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 General Council Office supports the mission and ministry of the communities of faith and regional councils. It is the denominational expression of The United Church of Canada, working ecumenically and in global partnership.

The Office of the Moderator and General Secretary (OMGS) provides coordination, integration and implementation of the purpose and priorities established by the General Council and its Executive. It leads in the articulation of the vision, theology, and polity of the church as determined by the General Council. The Moderator is the presiding officer of the General Council and its primary spokesperson. The General Secretary has responsibility for the coordination and integration of the people and programs of the General Council. The OMGS team is responsible for implementing a program of work that reflects the purpose, priorities and plans of The United Church.

Position Purpose

The Executive Governance Admin Support provides administrative expertise to the General Secretary. They take the lead in managing, coordinating and supporting the Triennial and Annual Meetings of the General Council, its' Executive and many committees and task groups.

The Executive Governance Admin Support serves as the primary point of contact for all matters pertaining to coordination of meetings for the General Council, its Executive and committees and task groups. They will have the ability to exercise good judgment, with strong written and verbal communication, administrative and organizational skills and the ability to maintain a balance among multiple priorities. Must be able to work under pressure at times to handle a variety of projects/activities and their deadlines.

This position is a key member of the OMGS administrative team and works in collaboration with Sr. Governance Lead and Program Coordinator.

The Administrative Assistant will support building a member-centric team service model that can provide cross-functional services to The United Church of Canada.

Primary Areas of Responsibility

1. Executive Governance Admin Support (75%)

- Provide high level administrative support for the planning and operation of meetings of the Triennial and Annual Meetings of the General Council, and its Executive, Governance Committee, General Council Business and Staff Planning Group;
- Manage the logistics of proposal, motions, reports, and related materials before, throughout, and following the General Council Meetings;
- Coordinate all meeting logistics in collaboration with Senior Governance Lead;
- Prepare, compile and distribute agendas and meeting materials;
- Prepare and coordinate the Record of Proceedings (ROP) in collaboration with Legal Counsel and Communications staff;
- Take, transcribe and distribute notes/minutes from meetings and follows up on matters arising from the meetings, as necessary;
- Prepare, compile, research, review, edit and distribute materials ahead of meetings;
- Develop and maintain an electronic system for filing and archiving relevant materials in accordance with document and records management procedures and policies;
- Arrange and coordinate electronic presentations during meetings as required;
- Arrange and manage video conferencing for governance groups;
- Develop and maintain a tracking system for the decisions of the General Council and its executive; and
- Provides leadership to build relationships crucial to the success of Triennial and Annual Meetings of the General Council, and it's Executive.

2. Administration Support – Sr. Governance Lead (10%)

- Provide day to day administrative expertise to the Senior Governance Lead;
- Coordinate and schedule calendars for meetings/appointments and monitors expenses relevant to the portfolio;
- Manage routine correspondence and follow up communications;
- Maintain and update relevant databases;
- Produce correspondence, documents and presentations and provides planning, research, and procedures assistance as required;
- File and archive relevant materials in accordance with document and records management procedures;
- Establish and maintain file systems that allow for easy retrieval of documents.

3. Project Support / Other (15%)

- Support with the preparation of project plans;
- Provide administrative support in the various aspects of a structured plan;
- Prioritize conflicting needs; handles matter expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures;
- Assist with follow up on tasks, communication, reports and updates on the project as requested;
- Assist with ordering supplies, equipment, coordinating meetings, and arranging for any necessary resources/tools as needed;

- Provide back-up for other members of the administrative team from time to time due to vacation, illness, workload variations, etc.;
- Provide coordination and administrative assistance for special projects as assigned by the supervisor from time to time; and
- Tracks vacation and absences for unit.

Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments, which may impact upon your job duties or methods of working.

Position Qualifications

Education

- Post-secondary education (i.e. business administration, document management, office management, or equivalent)

Experience

- 3-5 years of experience in an executive administrative role.

Skills and Abilities

- Expertise with Microsoft 365 including Word, Outlook, Excel, PowerPoint, SharePoint and Teams.
- Knowledge of CRM database software such as Microsoft Dynamics 365 or similar;
- Highly developed verbal and written communication skills, with excellent attention to detail, including proofreading skills;
- Strong organizational skill to implement filing and retrieval systems for highly sensitive documents.
- Ability to take detailed and accurate meeting minutes;
- Strong planning and organizational skills to meet deadlines and complete multiple tasks/assignments on time with minimal supervision, together with flexibility to switch easily from one task to another as needed, is required; and
- Uses resources effectively and efficiently and arranges information and files in a useful manner.

Personal Characteristics

- Alignment with the vision and values of The United Church of Canada – respect, integrity, passion and diversity;
- Good judgment and a dedication to customer service, meeting the expectations and requirements of people;
- Establish and maintain effective relationships with members and staff and gains their trust and respect;
- Initiative, good judgment, tact, discretion, resourcefulness, and creativity in problem solving;
- Knowledge of the United Church would be considered an asset.

Working Conditions

The United Church of Canada has adopted a hybrid workplace model, providing flexibility for this position, working both off-site and in the General Council Office, currently located at 3250 Bloor Street West in Toronto, 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 assistive software or devices,

intermittent physical activity including sitting, standing and being on the phone for long periods of time will be required. Occasional additional hours 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.