



### Position Description

<b>Position Title:</b> Forum for Intercultural Leadership and Learning Teaching, Research, and Program Assistant	<b>Creation Date:</b> April 16 2019
<b>Reports to Position:</b> Associate Secretary, Intercultural Leadership and Learning	<b>Revision Date:</b> March 24, 2021
<b>Status (% and hours per week):</b> Contract (April 15 2021 – April 15 2022; 15 hours a week	<b>Pers. Comm. Review Date:</b>

#### Purpose:

The Forum for Intercultural Leadership and Learning (FILL) [www.InterculturalLeadership.ca](http://www.InterculturalLeadership.ca) of The Canadian Council of Churches is an ecumenical Christian partnership through which Canadian Churches work toward intercultural leadership development and ministry learning in Canada and globally.

Through the Forum for Intercultural Leadership and Learning, Canadian Churches:

- Come together for biblical and theological reflection on issues of contemporary intercultural mission and ministry;
- Provide innovative educational resources and programs for intercultural learning, leadership development and ministry in Canada and globally, with special emphasis on cultural awareness and identity;
- Participate in learning and dialogue with church members and wider communities of faith about a society that fully honours diversity and God's unequivocal welcome; and
- Network and support persons directly engaged in ministry across cultural and other differences

The focus of the Teaching, Research, and Program Assistant's role will be on providing support to the Associate Secretary, Intercultural Leadership including:

- Program, teaching, registration, and technical assistant for intensive courses, workshops, and on-line learning events;
- Research for resource gathering and development;
- Development, facilitation, and technical support for webinars and other on-line engagement;
- Supporting networking of program alumni, academic roundtables, and gatherings of intercultural ministry practitioners through promotion of FILL through e-newsletters, website content, and logistic support for events and gatherings;
- Supporting online or in person meetings through scheduling, minutes, technical and logistics support;
- Regular collaborative meetings with the Associate Secretary, contract program staff, and the FILL Reference Group and subgroups;
- This position will be adapted to the learning goals of the program assistant and in part is designed to provide skills development and mentorship opportunities.

**Qualifications/Education/Competencies/Experience:**

The following are preferred competencies. Candidates who do not have all these qualifications, or bring other competencies are encouraged to apply. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

- Experience as a racialized person or as a person from other communities marginalized by the dominant Canadian culture. FILL is committed to creating a diverse team and facilitates relationships across diversity
- Experience in theological academic teaching and research and/or other adult learning settings.
- Excellent writing skills
- Commitment to a team and collaborative work environment
- Good communication and computer skills, including proficiency in Microsoft Office Suite, video conferencing platforms, email, WordPress, and Mailchimp platforms
- Experience and passion for the priorities of the FILL Reference Group
- Master's degree
- 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 required, ability to also work in French or other languages an asset
- Eligible to work in Canada

**Working Conditions:**

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