



### Position Description

<b>Position Title:</b> Associate Secretary, Justice and Peace	<b>Creation Date:</b> 9 January 2018
<b>Reports To Position:</b> General Secretary	<b>Revision Date:</b> 4 March 2019; 15 March 2021; 12 Sept 2023
<b>Status (% and hours per week):</b> 60% (21 hours per week)	<b>Pers. Comm. Review Date:</b>

#### Purpose

The Associate Secretary, Justice and Peace provides administrative support, facilitation, and program leadership to develop and promote the Council's commitment to justice and peace primarily through staff support for the Commission on Justice and Peace and its working groups.

#### Context

The Commission on Justice and Peace (CJP) is a body of The Canadian Council of Churches that offers a forum for those involved ecumenical work to:

- **share** information and concerns about peace and justice issues;
- **reflect** biblically and theologically on these issues;
- **facilitate cooperation** between churches around peace and justice concerns; and
- **assist** the Council and its member churches to respond to peace and justice concerns where needed.

The Associate Secretary, Justice and Peace is a key program position of the Council. The Secretary for the Working Group on Sexual Exploitation (20%) and the Research and Program Assistant (20%) report to this position. Program positions are supported by the General Secretary, Communications Coordinator, and the Executive Associate (Governance, Finance and Administration).

#### Structure and Reporting Relationships

This is one of several positions reporting to the General Secretary. The other positions are:

- Executive Director, Project Ploughshares (100%)
- Associate Secretary, Intercultural Leadership and Learning (vacant)
- Coordinator/Associate Secretary, Faith and Witness (60%)
- Secretary, Christian Interfaith Reference Group (20%)
- Secretary, Faith and Life Sciences Reference Group (20%)
- Communications Coordinator (60%)
- Executive Associate (Governance, Finance and Administration) (80%)

The Commission on Justice and Peace through its Chair - in consultation with the General Secretary - provides direction for the Associate Secretary's work. The Associate Secretary leads and works as a single team with the other Justice and Peace staff.

#### Specific Outcomes and/or Key Position Functions:

**Administration, Facilitation, and Program Support for Justice and Peace** (80% of position): staff support for the leadership of the Commission on Justice and Peace (CJP) and its Executive Committee, including:

- Orienting new members and cultivating friendships and effective working relationships among members of the Commission who are staff, ministry leaders, and volunteers from member churches and affiliates;
- preparing agendas, meeting scheduling and hosting, taking minutes, following up on action items;
- Facilitating consensus decision-making and supporting the Chair and Executive Committee of the Commission in their leadership roles;
- Research and learning on program priorities of the Commission;
- Collaborating with the peace research institute of the Council, Project Ploughshares, in the Commission's work;
- Facilitating triennium planning and evaluation cycles;
- Ensuring website and other electronic materials relating to Commission work are maintained;
- Representing the Council and the Commission on Justice and Peace at public and ecumenical events;
- Tracking and engaging the constituency of the Commission on Justice and Peace;
- Contributing to fundraising and grant-raising initiatives;
- Supervising and supporting part-time staff who report to this position;
- Monitoring personal and team workload, matching time and capacity with a safe and healthy work environment;
- Other duties as assigned.

**Reporting, Communications, and Teamwork** (20% of position): Participation and Support for governance, Council-wide events, and teamwork including:

- Reporting to the Governing Board on the activities of the Commission on Justice and Peace and contributing to productive and meaningful governance of the Council, including attending occasional Governing Board or Executive Committee meetings;
- Working with the Communications Officer to provide thorough and timely communication of Commission work including content for the Annual Report and the Council website; and
- Attending staff meetings and 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:**

- Five years experience working on justice, peace, and social action issues.
- Strong theological background, preferably with justice, peace, and creation/ecology focus.
- A Master's degree in theology or religious studies or its equivalent from an accredited university is preferred.
- Demonstrated facilitation, dialogue, and consensus-building skills.
- Project planning, management and evaluation skills is a plus.
- Excellent communication, virtual meetings, writing and editing skills.
- Experience in interfaith and/or ecumenical relations.

- Familiarity with the work of The Canadian Council of Churches and the forum consensus model of ecumenical cooperation.
- Strong commitment to the mission of The Canadian Council of Churches.
- Preferably participating in a Member of The Canadian Council of Churches.
- Excellent interpersonal skills.
- Facility working in both English and French is an advantage.
- Detail-oriented, with demonstrated administration, organising, fundraising, and staff support skills.
- Ability to work well independently and as a part of a team.

**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 (remotely). Attendance at occasional weekday, evening, and weekend meetings may be required. Some travel within Canada may be required.

Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.