



***Position Description for the Program Coordinator
December 2021***

Role and Responsibilities

The focus of this role will be to coordinate the programs of the Canadian Interfaith Conversation. The Program Coordinator's responsibilities include working with the Executive Committee and its Co-Chairs to schedule, plan, and communicate programs of the Canadian Interfaith Conversation; to participate in the Executive Committee and Participant Assembly meetings of the Canadian Interfaith Conversation; and to coordinate with volunteers who support the programs and communications of the Conversation.

Structure and Reporting Relationships:

This position reports to the Executive Committee of the Canadian Interfaith Conversation through its Co-Chairs.

Specific Outcomes and/or Key Position Functions:

This part-time, flexible position with The Canadian Interfaith Conversation includes the following functions:

- Support the Executive Committee and its Co-Chairs in providing leadership to develop and coordinate the programs of the Conversation.
- Work with the Co-Chairs to prepare the Executive Committee agenda, attend the meetings or video conference calls, ensure minutes are taken and circulate them, follow-up on action items.
- Develop a relevant and timely web presence in English and French on the main website, the main social media platform, and through the MailChimp newsletter.
- Maintain the membership list of the Executive Committee and Participant Assembly, and work with the Co-Chairs to facilitate communication within the group.
- Attend meetings of committees of The Canadian Interfaith Conversation such as *Our Whole Society* and the *All-Party Parliamentary Interfaith Caucus* to facilitate communications between the programs of the Conversation.
- Work with the volunteer Treasurer on financial matters related to bookkeeping.
- Serve as content editor for the website www.interfaithconversation.ca and coordinate with a volunteer Communications Coordinator to update and maintain the website, post

regularly on social media platforms and distribute regular Deep Dialogue e-newsletters through MailChimp.

- Maintain all account user IDs and passwords of the Canadian Interfaith Conversation.
- Other duties as assigned.

The Program Coordinator works with the volunteer Treasurer, volunteer Communications Coordinator, and the volunteer Co-Chairs of the Canadian Interfaith Conversation as a team.

Qualifications/Education/Competencies/Experience:

- Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions
- Experience and passion for pluralism and the program priorities of the Canadian Interfaith Conversation
- Experience in preparing meeting agendas, scheduling and follow-up of meetings, comfort working with video conference platforms, and email
- Responsive in times of crisis, alert to religious sensitivities
- Undergraduate degree, Graduate work in religious studies or a related field preferred
- Commitment to the Charter Vision of The Canadian Interfaith Conversation
- Member of one of the Participants in the Canadian Interfaith Conversation
- Good communication and computer skills
- Fluency in English required, ability to also work in French an asset
- Eligible to work in Canada

Working Conditions:

This position works from a home office anywhere in Canada. Attendance by video conference at occasional weekday, evening and weekend meetings may be required. Some travel within Canada may be required.

- Contract position January 15, 2022 – December 31, 2022, with possibility of extension; 14 hours per week, flexible.
- Fees paid at an hourly rate of \$27.50. A modest expense and travel budget as needed.
- Contractor will invoice CIC monthly.