



***Position Description for the Administrator  
November 2020***

**Role and Responsibilities**

The focus of the Administrator role will be on assisting the Co-Chair(s) of the Canadian Interfaith Conversation with scheduling, planning, facilitation, communications and follow-up for Executive Committee and Participant Assembly meetings of the Canadian Interfaith Conversation, along with encouraging and supporting 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 responsibilities:

- Support the Co-Chairs and Members of the Executive Committee and Participant Assembly in providing leadership to develop and address the program priorities of the Conversation.
- Work with the Co-Chairs to prepare the agenda, attend the meetings or video conference calls, take minutes and circulate them, follow-up on action items.
- 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 Parliamentary Interfaith Caucus to facilitate communications between the programs of the Conversation.
- Work with the volunteer Treasurer on financial matters.
- Serve as content editor for the websites, [www.interfaithconversation.ca](http://www.interfaithconversation.ca) and [www.ourwholesociety.ca](http://www.ourwholesociety.ca), and work with the volunteer Communications Coordinator to maintain membership lists, update and maintain the website, post regularly on social media platforms and distribute regular Deep Dialogue e-newsletters
- Other duties as assigned.

The Administrator works with the volunteer Treasurer, volunteer Communications Coordinator, and the 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 in preparing meeting agendas, scheduling and follow-up of meetings, comfort working with video conference platforms, and email
- Experience and passion for the priorities of the Canadian Interfaith Conversation
- Undergraduate degree
- 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 November 15 – June 15 2020, with possibility of extension; 7 hours per week
- Fees paid at an hourly rate of \$27.50. A modest expense and travel budget as needed
- Contractor will invoice CIC monthly.