



Career Opportunity: Diocesan Office Coordinator

Diocese of Rupert's Land, Anglican Church of Canada

We are part of an international faith community bound together through sacramental worship proclaiming the Good News of Jesus Christ and responding compassionately to the world around us. The Anglican Diocese of Rupert's Land encompasses 70 Anglican parishes in southern Manitoba and northwestern Ontario. Our Diocesan staff, located in Winnipeg, support, and serve the clergy, lay leaders and members of our parishes, and liaise with the staff of the national office of the Anglican Church of Canada.

Our Opportunity

As an integral and engaged member of the Diocesan office team, the Diocesan Office Coordinator serves in a multi-faceted role, reports to the Executive Archdeacon and is accountable for supporting and contributing to the delivery of services provided by the Diocesan office team. These are specifically related to the activities of the Bishop and Executive Archdeacon, through the provision of effective administrative, coordination, support and operational practices, services, programs, and processes.

Our Diocesan Office Coordinator is a professional who will work with urgency, tact, and diplomacy in conducting their accountabilities with the utmost of confidentiality, including:

- Delivering and coordinating a variety of Diocesan office administrative, service, and operational activities. leveraging technology as appropriate.
- Providing related support to the Bishop and Executive Archdeacon in the execution of their responsibilities.
- Supporting the planning, administration, arranging and coordination of Diocesan meetings, events, and activities.
- Receiving/responding to/forwarding information and scheduling requests, emails, and messages for handling, agenda drafting, preparing draft correspondence and documents, supporting communication initiatives and activities, records coordination, website maintenance and facility maintenance coordination.
- Pivoting effectively between priorities and delivering solid organizational, communication and customer service experiences with a flexible, professional, and solution-focused mind-set.

What You Offer

- Post-secondary education in office administration and 3 years of administrative/office experience or an equivalent combination of education and experience.
- Demonstrated team player experience working in a collaborative and mutually supportive work environment; at the same time ability to work independently and remotely as needed.
- Strong keyboarding skills and proficiency with the Microsoft suite of products (Word, Excel, PowerPoint, Outlook) with an aptitude for preparing and formatting correspondence, reports, and documents; proficiency using online meeting platforms and knowledge of maintaining website information.
- Keen listening and observation ability with the skill to efficiently understand information and details effectively.
- Strong verbal and written communication and interpersonal skills.
- Strong organization, administrative, problem solving and time management skills with strong attention to detail. and with the ability to be flexible, adaptable and prioritize and pivot between work activities/demands.
- Ability to apply good judgment and work with a high degree of professionalism, maturity, reliability and tact and diplomacy in all aspects of work especially relating to confidential and/or sensitive matters.
- Familiarity with/appreciation for the Anglican Church tradition is an asset.

What We Offer

- A full-time position (40 hours per week) located in our Winnipeg office, a competitive salary and a full range of benefit plans including pension and extended health.
- We offer support with your ongoing professional development.

A detailed job description is available upon request. We invite you to submit your application/resume with your cover letter in confidence via email, including references and pay expectations, by September 23, 2021. Contact: exec.arch@rupertsland.ca or phone (204) 992-4212

Diocese of Rupert's Land, Anglican Church of Canada; 935 Nesbitt Bay, Winnipeg, MB R3T 1W6

We thank all applicants for your interest. Only those selected for an interview will be contacted.