

LITTLE TRINITY

SINCE 1842

EMPLOYMENT OPPORTUNITY | COORDINATOR, VOLUNTEER & CREATIVE



LOCATION

Located in the heart of Corktown near King St. E. and Parliament Street, Little Trinity has ministered in this historical part of downtown Toronto for over 175 years.

OUR VISION

Little Trinity's vision is to:
Love God, Grow Together, and Serve Our World

WHAT WE BELIEVE

We believe the good news of Jesus' life, death, and resurrection is relevant to all people and has the power to transform our lives, our city and our very world. We believe we were made to love God and to express that love through serving others in word and deed.

At Little Trinity we live out this faith informed by our Anglican roots, connecting this good news of Jesus with our contemporary world.

❖ More information about Little Trinity can be found at: <http://littletrinity.org/>

OPPORTUNITY

We are seeking a *part-time* **COORDINATOR, VOLUNTEER & CREATIVE** [*Salaried role averaging 20hrs a week*]

Start date to be negotiated (Sooner the better but no later than Sept 1st 2022). The role will be a one-year contract position at which point the role will be re-evaluated.

There would be the expectation that the candidate would regularly be present for Sunday post-service connection times in order to build the relationships necessary to discern gifts and fit for ministry opportunities.

The hope for this role is that as our church returns to the full congregational life there is the need to re-engage together in gospel ministry, and help newcomers find the fullness of a spiritual home through exercising their God-given gifts.

QUALIFICATIONS

- An active and vibrant walk with Jesus and commitment to the communal life of the church.
- An able, creative, articulate, and competent communicator in various forms and settings.
- Proven track record in discerning, training, and encouraging volunteer leaders.
- Organizational skills and attention to detail.
- Proven ability to work with a diverse team of people toward a common goal.
- Basic proficiency in database management and word processing.

425 KING ST. E, TORONTO, ON, M5A 1L3 · 416-367-0272
WWW.LITTLETRINITY.ORG

GROW TOGETHER
LOVE FROM
GOD OUR
SERVE THEM

ROLE RESPONSIBILITIES

This role is responsible to perform a range of duties including by not limited to:

Volunteer Engagement (55%)

- Assess the spiritual and practical gifts of the congregation and maintain a database for easy access of ministry leads. (Children, Youth, Alpha, Small Groups, Clusters etc.)
- Engage newcomers to the community in ways that they might participate in the full life of the church.
- Facilitate a gift discernment and learning process
- Work with Ministry Leaders to support the recruitment, training, retention, encouragement, and thanking of volunteers.
- Regularly assess the health of the volunteers to support ministry leaders in the care of their team.
- Develop and manage a centralized volunteer recruitment process (Ministry Fair, Text to Serve etc.)
- Work with the Parish Administrator to ensure compliance with Diocesan Screening in Faith and assist in scheduling.



Creative Engagement (30%)



- Coordinate the artistic gifts of the congregation in support of our worship and service.
- Utilizing the diverse artistic gifts of the congregation foster spaces where spiritual engagement can occur.
- Support existing ministries with creative input.

Administrative Support of overall ministry (15%)

- Provide coverage for parish administrator in their absence.
- Develop and curate the social media presence of Little Trinity Church in accordance with our social media policy.
- Work with the staff team to develop and deliver a parish directory.
- Attend and engage in weekly staff meetings [Tuesday 11:30am – 1:30pm]



HOW TO APPLY

Please submit your cover letter and resume with references in confidence to:

The Wardens of Little Trinity Church
Little Trinity Anglican Church
425 King St. E.
Toronto, ON
M5A1L3

OR

By email to admin@littletrinity.org ATTN: Job Application to Wardens

- ❖ All applicants are invited to respond by June 15th 2022.
- ❖ We thank all applicants, however only candidates selected for an interview will be contacted.