

EVANGELICAL LUTHERAN CHURCH IN CANADA

JOB DESCRIPTION

Job Title: Assistant to the Bishop, Equity, Diversity, and Inclusion

Reports to: National Bishop

This is a .5 full-time equivalent position. While National Office is Winnipeg-based, there is flexibility for the position to be staffed remotely.

The incumbent in this position is responsible for working with the National Bishop, staff, task forces as well as other committees and councils as needed to assist the ELCIC move toward living out its commitments to equity, diversity, and inclusion and dismantling systemic barriers to inclusion. The incumbent will coordinate with the Synods to arrange for training in areas such as anti-racism, anti-homophobia, biphobia and transphobia, and anti-ableism.

MAJOR RESPONSIBILITIES, as of August 2022

This list of duties and responsibilities is illustrative only and is not a comprehensive listing of all the duties and responsibilities performed by the position.

Champion a comprehensive approach to equity, diversity, and inclusion in every effort and aspect of the organization.

Articulate and implement a strategy for equity, diversity, and inclusion and engagement that consists of specific goals, plans for how to attain these goals, and metrics to measure success against the goals.

Identify impediments to advancing equity, diversity, and inclusion and engagement within the organization as well as strategies and tactics for addressing them.

Recommend and advocate for resources that will fund and benefit equity, diversity, and inclusion programming, workshops, training events and facilitate forums for open group dialogue.

Serve as a subject matter expert in areas such as social identity characteristics, implicit bias, equity, inclusion, cultural competency and anti-oppression practices.

General Administration

1. Attend all meetings of National Church Council as requested by the National Bishop to provide information and advice. Attendance at the entire meeting is expected except for *in camera* sessions.

2. Attend regular staff meetings in Winnipeg or by zoom.
 3. Provide the National Bishop with submissions for the quarterly reports made to National Church Council pertaining to equity, diversity, and inclusion.
 4. In consultation with the Assistant to the Bishop for Communications, and as requested by the National Bishop, prepare or monitor all communication from or on behalf of the Bishop's Office related to equity, diversity, and inclusion.
 5. Represent publicly the Office of the Bishop at the request of the National Bishop.
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MAJOR ACCOUNTABILITIES

1. Upholding the mission and vision of the Evangelical Lutheran Church in Canada.
 2. Maintaining and operating within the budgets set for the areas of responsibility.
 3. Working closely and collaboratively with others in the Program Team.
 4. Working with Task Forces related to the area of equity, diversity, and inclusion.
 5. Working with full communion partners, partner churches and related ecumenical boards and agencies in a cooperative and supportive manner.
 6. Presenting a positive public image and representing the office in a positive light through professional conduct at all times.
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JOB REQUIREMENTS

SKILLS / ABILITIES:

1. Excellent interpersonal and oral/written communication skills required, with an open communication style that fosters trust, credibility, and understanding.
2. Ability to demonstrate emotional intelligence and conflict-resolution skills to charged issues in order to move the organization forward.
3. Cultural competence, resourcefulness, creativity, and perseverance.
4. Demonstrated ability to interact and influence at all levels of an organization and to work collaboratively across functions and departments toward shared objectives.

5. Ability to adhere to ethical business practices and maintain confidentiality. Must be able to deal with sensitive information and issues.
6. Discretion and independent judgment and the ability to work effectively in pressured situations.
7. Ability to function in a team-oriented environment.

EDUCATION/EXPERIENCE:

1. Bachelor's degree or equivalency in relevant subject area; Certification and/or additional DE&I coursework preferred.
2. Relevant work experience, including specific experience on matters of diversity, equity, and inclusion.
3. Proven track record of driving and implementing innovative diversity, equity, and inclusion initiatives and programmes that result in tangible outcomes.
4. Knowledge of the Evangelical Lutheran Church in Canada.

To apply, please send a letter stating why you are interested in the position as well as a CV to sjohnson@elcic.ca by June 15, 2022.