Ecumenical Shared Ministries Training Program
Atlantic School of Theology
660 Francklyn St, Halifax NS B3H 3B5

Position Description

Position Title:	ESMTP Assistant to the Director
Reports to Position:	ESMTP Project Director
Status (% and hours per week):	Fixed-Term Employee, 20 hours per week (0.5 FTE), through June 30, 2031. (3-month probationary period from the Start Date)
Start Date:	January 11, 2027
Starting Salary:	$33,164 per year
Work Location:	Remote, (Must be legally eligible to work in Canada and resident within Canada for payroll/tax compliance)
Travel Documentation:	Must possess and maintain a valid passport for required international travel between Canada and the United States.

Purpose

The Ecumenical Shared Ministries Training Program is a program designed to strengthen pastoral leadership (lay and ordained) in Ecumenical Shared Ministries across Canada. ESMTP represents a collaborative approach between Atlantic School of Theology (AST), Saint Paul University, St John's College, Henry Budd College for Ministry in The Pas, the Prairie Centre for Ecumenism, the National Ecumenical Shared Ministries Task Force and the Canadian Council of Churches.

The ESMTP seeks to:

- strengthen the institutional financial and educational capacities of the collaborating bodies as they explore ways of preparing pastoral leaders (lay and ordained) for ecumenical shared leadership in the church, and
- design and disseminate compelling and sustainable models for ecumenical shared leadership development that could be adopted or translated for use by other theological schools and organizations.

The ESMTP Assistant to the Director provides essential administrative and logistical support to the Project Director, helping coordinate the planning and day-to-day delivery of activities across the three Phases of the five-year program. This includes supporting the work of other ESMTP contractors and team members (Facilitator, Research Assistant, Curriculum Developer, Communications Manager, Advancement Assistant, etc.) with the meetings, documentation, scheduling, and event logistics their work requires, without taking ownership of those roles' subject-matter deliverables. This offers a unique opportunity to engage with both national ecumenical ministry training and ecumenical theological formation. Responsibilities include:

Event Planning and Coordination

- Coordinate the logistics of the Regional, Judicatory and Faculty Consultations, including contacting ESMs, partners and judicatory leaders by phone and email to arrange dates, agendas and meetings.
- Book and manage travel for the Project Director, staff and, as needed, Advisory Group members: flights, accommodations, ground transportation and itineraries.
- Secure venues, catering and equipment for in-person events, and set up and host Zoom and Teams meetings for online sessions.

- Manage participant registration, invitations, confirmations and follow-up.
- Assist with planning and logistics for the ESMTP Conference, cohorts, and the Curriculum Developer (scheduling, documentation, meeting coordination).

Program Delivery and Support

- Act as a registration and technical assistant during ESMTP events. This includes supporting facilitators, managing participant engagement, and troubleshooting technical issues.
- Provide essential logistical and administrative support for the Regional, Judicatory and Faculty Consultations, cohorts, the ESMTP Conference, and evaluation processes, including logistical support to the Curriculum Developer for curriculum and micro-credential development activities (e.g., scheduling, documentation, meeting coordination).
- Contribute to the development and delivery of webinars, courses, meetings, conferences and other online engagement initiatives. This includes providing technical support and ensuring a seamless online experience for participants.

Directory and Resource Support

- Provide administrative and logistical support for maintaining and updating the ESMTP Directory, such as data entry, filing, and scheduling, and coordinate with the Research Assistant and partner institutions to keep directory information current.

Communications Support (Logistics)

- Provide administrative and logistical support to the Communications Manager and Advancement Assistant as needed (e.g., gathering content, coordinating timelines, distribution logistics for newsletters and promotional materials).
- Assist with real-time event communication by capturing content, sharing updates, managing participant inquiries, and ensuring timely dissemination of logistical information through appropriate channels.
- Assist with logistical coordination of alumni engagement activities and testimonial gathering, at the direction of the Communications team.

Administrative and Collaborative Support

- Provide essential administrative support for online and in-person meetings related to the ESMTP. This includes scheduling, minute-taking, technical assistance, and other logistical arrangements.
- Actively participate in regular collaborative meetings with the Project Director and Advisory Group of the ESMTP.
- Help organize Advisory Group meetings, online and in person: scheduling, meeting materials, minutes and travel arrangements.
- Process expense claims, travel reimbursements, invoices and contractor paperwork, and help track spending against ESMTP budget lines in coordination with AST Finance.
- Assist in compiling documentation for reports to the Advisory Group and the Lilly Endowment.
- Provide administrative support to the endowment fundraising committee.

Qualifications / Education / Competencies / Experience

The following are preferred competencies. Candidates who do not have all these qualifications, or who bring equivalent competencies, are encouraged to apply. Reasonable accommodation will be provided throughout the recruitment process and employment in accordance with applicable human rights legislation.

- Demonstrated experience in event planning, logistics, and coordination (in-person and online).
- Strong organizational and administrative skills, including experience with online registration systems and complex travel/venue logistics.
- Strong communication and computer skills, with proficiency in Microsoft Office Suite, video conferencing platforms (Zoom, Microsoft Teams), Outlook email, WordPress, and ClickUp.
- Experience in adult learning settings, educational program support, or research.
- Excellent writing skills.
- Commitment to teamwork and a collaborative work environment.
- Post-secondary education in a relevant field (e.g., Event Management, Administration, Social Sciences, Theology) or equivalent professional experience.
- Commitment to the mission of the ESMTP and its collaborative partners.
- Fluency in English is required; the ability to also work in other languages (French, Spanish, etc.) is an asset.
- Familiarity with design platforms such as Canva is an asset.
- Must be legally eligible to work in Canada for the entire duration of the contract term.
- Experience with Ecumenical Shared Ministries, ecumenical theology and church settings is an asset.
- Availability: Must be available for virtual meetings and travel to Advisory Group meetings, the ESMTP Conference, and Regional, Judicatory, and Faculty Consultations, if needed.

Availability

Must be available for virtual meetings and scheduled travel within Canada and the USA to Advisory Group meetings, the ESMTP Conference, and Regional, Judicatory, and Faculty Consultations, as required. Travel schedules will be arranged with reasonable advance notice.

Working Conditions

- Position functions from a designated home office environment. The employee is responsible for maintaining an ergonomically safe and confidential remote workplace.
- Attendance at occasional weekday, evening, and weekend meetings may be required.
- Some travel within Canada and the USA may be required; employee must hold a valid passport for cross-border travel.
- Hours of work, overtime, statutory holiday entitlements, and leaves are administered in accordance with applicable provincial labour standards legislation.

Equity, Diversity, Inclusion, and Accessibility (EDIA) Clause

The Atlantic School of Theology (AST) and the Ecumenical Shared Ministries Training Program (ESMTP) are deeply committed to fostering an inclusive, equitable, diverse, and accessible environment

for all employees, contractors, partners, and participants. We value the unique perspectives, experiences, and cultural backgrounds that each individual brings.

We actively encourage applications from members of historically underrepresented and equity-deserving groups, including Indigenous persons, racialized individuals, persons with disabilities, women, and members of the 2SLGBTQIA+ community. In accordance with applicable provincial human rights legislation and accessibility standards, AST provides reasonable accommodations to applicants and employees with disabilities throughout all stages of recruitment, hiring, and employment. Requests for accommodation can be made confidentially at any point in the process.

Interested applicants, please send a cover letter and résumé to ruben.david@astheology.ns.ca.