



EPISCOPAL CHURCH IN CONNECTICUT
PARTICIPATING IN GOD'S MISSION

JOB DESCRIPTION

PROGRAM ASSISTANT FOR TRAINING & ADVOCACY

Position Title: Program Assistant for Training & Advocacy

Classification: Non-exempt, full-time

About ECCT: The Episcopal Diocese of Connecticut, known as the Episcopal Church in Connecticut (ECCT), is a non-profit Christian religious organization committed to participating in the mission of God in Jesus through the power of the Holy Spirit in these challenging times for the church and for the world. We understand God's mission to be about restoring all people, and all creation to unity with God and each other in Christ. The Bishops, Canons and staff of the Episcopal Church in Connecticut are dedicated to helping Episcopalians own their calling as followers (disciples) of Jesus, sent as apostles in the mission of God in this new missional age.

ECCT provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, color, age, sex, national origin, sexual orientation, gender identity or expression, disability status, HIV/AIDS status, religion (except for positions where active membership in the Episcopal Church is a bona fide qualification), veteran status, marital status, familial status, status as a victim of domestic violence, or other characteristics protected by law.

ECCT believes diversity is of God and God's good creation. We are dedicated to recognizing, understanding, celebrating, and utilizing differences to participate in God's mission. ECCT is particularly committed to racial healing, justice, and reconciliation in the Church and in society.

Position Description:

The Program Assistant for Training & Advocacy reports directly to both the Director for Training & Clergy Support and the Canon for Advocacy, Racial Justice & Reconciliation. This position is responsible for providing administrative support to the Director for Training & Clergy Support with respect to the Safe Church Training Program and carries out all administrative aspects for Racial Justice & Reconciliation and Safe Church Training events. The Program Assistant for Training & Advocacy also provides high-level administrative support, including management and maintenance of the Canon for Advocacy, Racial Justice & Reconciliation's complex calendar, scheduling parish visits, coordination of internal and external meetings and events, and a variety of project work and administrative support for



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others as needed. The Program Assistant need not be a member of the Episcopal Church but should be comfortable working in a church environment and with members of the clergy.

Duties and Responsibilities

The principal duties and responsibilities of the Program Assistant for Training & Advocacy are summarized below. These may change at any time at the discretion of the Director for Training & Clergy Support, the Canon for Advocacy, Racial Justice & Reconciliation, the Canon to the Ordinary, and/or the Bishops.

Training:

- Develop expertise with ECCT's learning management system to assist in updating and creating training curriculums and troubleshooting user challenges.
- Edit and revise training documents, including curriculum and agendas.
- Oversee all administrative aspects of ECCT's Safe Church Training Program; for example, coordinating communications with Safe Church Trainers, arranging hospitality for and attending Safe Church Trainer meetings (usually held two to three times per year), duplicating and disseminating training materials to trainers, and determining locations of live trainings in consultation with the Director for Training & Clergy Support.
- Track parish participation in Safe Church Training, including tracking compliance with any mandated training in these areas.
- Carry out all administrative aspects for Racial Justice & Reconciliation training and program events, including securing venues, communicating with and providing general assistance to outside speakers and facilitators, creating and monitoring registration, hospitality, tracking contractual obligations, setting up and providing technical assistance for on-line and hybrid events, processing invoices, and providing onsite registration and attendance tracing as needed for events.
- Work with the Canon for Advocacy, Racial Justice & Reconciliation to track anti-racism training programs for parishes and diocesan governing bodies.
- Coordinate with the Communications Department to maintain the Safe Church and Racial Justice Healing and Reconciliation portions of the ECCT website.



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Compliance:

- Process licenses that are submitted to ECCT for all canonically designated licensed lay ministries, according to guidelines established by the Bishops and Commission on Ministry.
- Assist parishes with creating accounts with the public record search company approved by ECCT, by providing corresponding information and responding to questions.
- Initiate Public Records Checks for Safe Church Trainers.

Support for Canon for Advocacy, Racial Justice & Reconciliation:

- Provide general administrative support to the Canon for Advocacy, Racial Justice & Reconciliation, including managing the Canon's calendar, including scheduling parish visits and necessary committee meetings.
- Assist with miscellaneous administrative duties including responding to phone calls and email, copying, scanning, filing, staff consultations, assisting in making travel arrangements; processing the Canon's travel and expense reimbursements, creating and submitting departmental requisitions; administrative support for ad hoc committees, meetings, and other diocesan-sponsored events such as Annual Convention; database updates; and changing printer ink cartridges.

Position Type and Expected Hours of Work:

This is a full-time position, working 37.5 hours a week. Regular days and hours of work are Monday through Friday, 8:15 a.m. to 4:45 p.m., with a one-hour unpaid lunch break. Employees may elect to take a 30- or 45-minute lunch break if they prefer. For this position, working outside of regular hours at night and weekends will be required based on a prearranged schedule. In these cases, other hours in the week will be flexed to accommodate. Currently, staff work from home on Mondays and Fridays, and work in person Tuesday through Thursday.

Travel:

This position may require occasional travel in Connecticut for events and meetings when administrative assistance is requested. Employee must be able to drive or otherwise arrange for their own transportation to and from such meetings and will be reimbursed per ECCT policies.



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Supervision:

This position does not supervise others. This position reports directly to the Director for Training & Clergy Support and the Canon for Advocacy, Racial Justice & Reconciliation.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Excellent time management and organizational skills; ability to organize and maintain detailed records, complete necessary documentation, and meet deadlines; detail oriented.
- Quick learner and creative thinker; a self-starter who takes initiative, anticipates needs, and can work collaboratively and independently.
- Able to connect with others, appreciate diversity, work with others of different backgrounds and beliefs, and be a team player who is open to helping with office-wide projects and events.
- Excel in verbal and written communication skills, including a professional phone manner and the ability to proofread own and others' written work thoroughly and accurately.
- Able to work in a fast-moving environment and adapt quickly to change.
- Maintain professional composure under pressure and dynamic conditions.
- Demonstrated integrity, credibility, and confidentiality.
- Ability to make a conscious effort to understand cause and effect.
- Ability to compromise and demonstrate mutual respect.
- Ability to work effectively in a collaborative environment.
- Ability to foster a team environment that is both productive and efficient.
- Commitment to recognizing, appreciating, and understanding differences.



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- Commitment to dismantling racism, white supremacy and anti-Black bias.

Education/ Experience:

- Associate's degree required, bachelor's degree preferred or at least 3-5 years' experience in a supportive administrator role
- Experience in a non-profit institution a plus
- Proficiency in the Microsoft Suite and Zoom is essential
- Experience in Learning Management Systems is a plus

Computer Skills:

To perform this job successfully, an individual should have knowledge of MS Office Suite, especially Outlook, Word, PowerPoint, Excel, the individual should also be proficient in navigating the Internet. Familiarity with Learning Management Systems is a plus.

Language Ability:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from individuals or groups of managers, church leaders, members and others. Facility in Spanish and/or Creole a plus.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts.

Reasoning Ability:

Ability to solve practical problems and deal with variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Attentive to accuracy and details. Ability to resolve issues in a timely and efficient manner. Has the experience and judgment to manage multiple projects, to plan and accomplish goals.



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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand, walk, sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, crawl, or lift; and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, ability to adjust focus and ability to see in color.

Work Environment:

The Commons is an open-concept office workspace. The noise level in the work environment is usually quiet to moderate.



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ACKNOWLEDGMENT OF RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I further understand that it supersedes any prior job descriptions for this position.

Employee Name (Please Print)

Date

Employee Signature

Date