



ASSEMBLY OF CATHOLIC BISHOPS OF ONTARIO
ASSEMBLÉE DES ÉVÊQUES CATHOLIQUES DE L'ONTARIO

The Assembly of Catholic Bishops of Ontario (ACBO), an association of Catholic bishops in the service of Catholics, invites applications from interested candidates possessing the qualifications and broad-based experience as outlined hereunder.

Position: General Secretary

Location: 90 Eglinton Ave East, Suite 810, Toronto, ON M4P2Y3

1. Type of Contractual Relationship and Service:

The successful candidate will be contracted on a full-time basis, effective **August 1st, 2020** with a three-year renewable agreement as an independent contractor, to provide services related to the overall functioning of the ACBO's Secretariat.

2. General Experience, Knowledge and Attributes for the Position of General Secretary

The following experience, knowledge and attributes will be considered as definite assets:

- Personal involvement with the Church at the parish and / or diocesan level
- Knowledge of and commitment to Catholic Doctrine
- Sound knowledge of the Catholic educational system in Ontario
- Experience in management and administration, including familiarity with business practices in such areas as insurance and benefits
- Experience in developing and controlling an annual budget
- Demonstrated ability to communicate both verbally and in writing on a variety of topics and to disparate audiences
- Experience in media and government relations
- Proficiency in or at least a working knowledge of French
- Experience in working collaboratively with multi-religious groups
- Computer literacy skills
- Relevant post-secondary qualifications
- Excellent organizational, time-management and multi-tasking skills

3. Related Requirements

- Positive letter of pastoral reference
- Two professional references
- A Criminal Background Check to be submitted by the successful candidate as part of the terms and conditions of employment

4. Terms and Conditions of Contractual Service Agreement and Compensation to be Negotiated

Interested candidates are invited to submit their letter of application, resume, and required references by Monday, December 16th, 2019 to:

Roger Lawler
General Secretary
Assembly of Catholic Bishops of Ontario
90 Eglinton Ave East, Suite 810, Toronto, ON M4P2Y3