



Manager of Programs and Facilities

All Saints Church – Community Centre is an Anglican Church in the Diocese of Toronto. All Saints is currently seeking a **60% time (3 days per week)** Manager of Programs & Facilities who will oversee programming and lead the overall administration of the Drop-in and Church. We are seeking a Manager who will share in Christian outreach that supports the spiritual, emotional and material lives of socio-economically marginalized adults, many of whom live with psychiatric illness and/or addictions. The Manager is to be present in such a way the community development, justice through advocacy, and trusting and loving relationships are enabled.

About All Saints Church – Community Centre

All Saints is the only Church organization in the downtown that dedicates its entire facility to providing a safe and nurturing environment to enhance the well-being of homeless and street-involved individuals. Staff work alongside the community they serve to help to address social inclusion, and to foster equality, and mutual respect. Our uniqueness is recognized and respected by people who find themselves marginalized in other aspects of our society and by other agents working with disenfranchised people in the area. All Saints provides a place of friendship, opportunities for socializing and for creative expression for groups and individuals. We offer case management services, counselling, advocacy, nursing care, and provide referrals to other resources like legal and housing supports. Our services are provided with respect, compassion, and without prejudice to all who seek them. Our staff put people, their goals and needs, at the center of everything we do, and strive to create a place that is welcoming, supportive, and accessible.

Role and Responsibilities:

- Oversee the programming by:
 - providing a safe and healthy setting, where people can seek sanctuary from the street as well as spiritual and pastoral counsel through the drop in centre.
 - Providing direction and leadership to the social worker and registered nurse on staff to address practical issues of daily living to participants.
 - Support the staff team of the Thursday and Friday morning women’s drop-in programs.
- Lead the overall administration of the drop in and church by:
 - Overseeing the day-to-day operations and executing the strategic directions of the Board.
 - Providing supervision of all staff and volunteers and developing a strong team working environment. (The regular working hours of the staff are 8:00 a.m. to 3:45 p.m. Monday to Thursday and 8:00 a.m. to 12:00 p.m. on Fridays).
 - Overseeing all administration functions, including building maintenance issues.
 - Maintaining prudent financial management with an accurate budgeting process.
 - Ensuring that all license agreements are negotiated, prepared, and submitted under the guidance of the Board.
 - Ensuring that all staff have appropriate training and certifications.
- Assess the needs and issues of the community and in cooperation with the Priest-in-Charge, developing solutions for the betterment of community residents.
- Create community with staff through events and activities that enable neighbours to work cooperatively.
- Coordinate with relevant community organizations and social agencies.

- Communicate regularly with the Board through written reports regarding the ministry and for decision making purposes.
- Support the fundraising efforts of All Saints by:
 - Assisting the Board in developing the fundraising program and funding proposals.
 - Developing and coordinating communications and fundraising materials.
 - Coordinating the periodic newsletter for current and potential donors.
 - Promoting the ministry to ensure that financial and in-kind support continues.
 - Maintaining good donor relations and fundraising.
 - Developing and writing grant proposals.
- Represent All Saints to the larger community and on the board of All Saints Homes for Tomorrow Society.
- Develop and maintain healthy working relationships with the key staff and volunteers of the partner agencies that are on site.

Skills and Qualifications:

- Familiarity and experience with Social Service agencies and their workings, and the various levels of government.
- Familiarity with relevant legislation such as the Ontario Employment Standards Act, the Occupational Health and Safety Act, the Workplace Safety Insurance Act, the Human Rights Code, and the Income Tax Act.
- Previous experience in building bridges into the local businesses, educational institutes and the community.
- Strong organizational skills.
- Compassionate and collaborative leadership style.
- Exceptional listening, verbal and written communication skills and the ability to resolve problems.
- Ability to work in the community with an openness to the particularities of the community.
- Ability to work independently with minimum supervision.
- Extraordinary flexibility.
- Minimum of ten years' management and supervisory experience, ideally in Social Services.
- Ability to develop strategies for responding to the needs of the community.
- Experience working with Boards, staff and others to assess and recommend action plans and standards.
- A willingness to become knowledgeable about Diocesan process and structure and a passion for the work of the Church.
- As a high-risk ministry position, candidates must be willing to complete the screening standards as outlined in the *Responsible Ministry: Screening in Faith* policy and will be required to obtain a satisfactory criminal record check through the Diocesan approved process.

Reporting Relationship: The Manager of Programs & Facilities will report and be accountable to the Board of All Saints Church and Community Centre.

The Anglican Diocese of Toronto embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. The Diocese has an Accommodation Policy and accommodation will be provided at any point

throughout the hiring process, provided the candidate makes their accommodation needs known to the Diocese. We welcome applications from all qualified persons. The Anglican Diocese of Toronto is an equal opportunity employer.

The Manager of Programs and Facilities will be eligible to participate in the pension and benefit plans of the Diocese. The salary for this position is \$50,000 annually on a 60% time basis. If you would like to apply for this position, forward your application by **June 24, 2018** to:

Human Resources
Anglican Diocese of Toronto
135 Adelaide St. E., Toronto, Ontario M5C 1L8
Email: hr@toronto.anglican.ca Fax: 416-363-3683

We thank all applicants however only those selected for an interview will be contacted. No phone calls please.
Visit the All Saints website at: allsaintstoronto.com/our-history/ and the Anglican Diocese of Toronto at:
www.toronto.anglican.ca