



+ Affirming Ministries Program Coordinator

The Program Coordinator supports Communities of Faith and other organizations which are undertaking an educational and discernment journey towards becoming an Affirming Ministry. The Coordinator provides guidance, resources, and oversight, as well as connecting Communities of Faith with local or regional mentors. The Coordinator also oversees all administrative and record-keeping functions for the program. This work is primarily virtual, but there are some opportunities for in-person meetings and training.

+ Essential Job Functions

- Provide ongoing support to Communities in Faith engaged in the program. This includes regular email correspondence with each group's affirming committee, providing zoom trainings and attending meetings when necessary, sharing relevant resources for each group, and answering questions as they arise.
- Reviewing Action Plans, Policies, and Vision Statements for each community of faith in the program, and provide guidance and feedback to ensure they are aligned with program standards.
- Coordinating celebrations once communities of faith complete the process and vote in favour of becoming an Affirming Ministry. This includes providing a certificate, arranging for a presenter, and ensuring the celebration is scheduled.
- Maintaining accurate and up-to-date records for ministries in process and those already affirming.
- Connecting communities of faith with affirming mentors in their area.
- Hosting monthly Coffee Hours on zoom.
- Coordinating regular trainings and engagement opportunities.
- Supporting communities that have become affirming. This includes answering questions as they arise, providing resources, and ensuring they feel supported in their continued affirming work.
- Recruiting, training, and providing oversight to regional Affirming Mentors.
- Liaising with the United Church of Canada, and other faith groups, regarding programming and overlap.
- Helping to plan and execute Affirm United/S'affirmer Ensemble's Annual Training Forum and AGM.



- Attending staff and council meetings as requested.

+ Education, Experience, and Desired Qualities

- Experience and comfort working in a queer affirming, faith based setting.
- Experience and/or comfort doing interfaith work.
- Deep knowledge of 2SLGBTQIA issues, particularly as it pertains to religiously motivated hatred.
- Knowledge and experience using the Google Suite, Zoom, and other tech tools.
- Flexible, adaptable and able to adjust workflow based on organizational requirements.
- A commitment to inclusive, intersectional, and anti-oppressive justice-seeking work.
- Highly organized and able to work independently.
- Experience with the Affirming Ministry program would be an asset.

+ Compensation and Hours

- \$30 per hour for an average of 10 hours each week.
- Annual professional development opportunities.
- Two weeks paid vacation annually.

+ Working Conditions

Working Conditions Details

Hours of work Flexible, with an average of 10 hours per week.

Work environment This is a remote role, and the successful candidate will need to provide their own workspace and tools, including a



computer and access to reliable internet. AU/SE will provide access to a range of online tools, including the Google Suite and a Zoom account.

Travel requirements Travel to the Annual Training Forum is required, with costs covered by Affirm United/S'Affirmer Ensemble. Other travel may be required.

+ Application Information

- Please submit your resumé, cover letter, and two professional references to Alix Dolson at executivedirector@ause.ca by May 21, 2024 at 7pm PST. While we appreciate the interest in the position, only those shortlisted for an interview will be contacted.